ADDRESS & STREET ASSIGNMENT POLICY MANUAL (A.S.A.P.)

Final DRAFT

2003 UPDATE

MARICOPA ASSOCIATION of GOVERNMENTS

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ACKNOWLEDGEMENTS:

SECTION 1.0   PREFACE

Maricopa Association of Governments (MAG) provides regional planning and policy leadership in areas of transportation, air quality, water quality, regional development, and human services. MAG was formed by local elected officials who recognized the need for long range planning and policy development for many issues such as transportation and air quality affecting residents beyond the borders of their individual jurisdictions. MAG was founded in the spirit of cooperation, and members believe that the many diverse cities, towns and Indian Communities in the MAG region can do more than coexist. By uniting, they can solve common problems, take an active role in long range regional issues and forcefully address concerns that affect all of the communities.

The purpose of this Address & Street Assignment Policy (ASAP) Manual is to provide consistent guidance and assistance to those individuals with responsibility for assigning addresses and street names in the MAG Region.

A coordinated and clear approach to addressing is imperative to ensure effective deployment of emergency services in the region, efficient postal delivery, and improved ability of residents and visitors to easily locate business and residential addresses. The proliferation and/or inconsistent administration of addressing systems does not benefit the Valley region. The problems associated with poor addressing practices include multiple names for the same street, increased costs and time for postal delivery and governmental administration functions, and, most importantly, increased response times for emergency services. MAG recommends that primary consideration to the needs of emergency service providers be given by local Address Officials when assigning/changing any address.

This manual updates the original ASAP Manual drafted in 1979. The original ASAP was developed through a collaborative effort with participation from MAG, Pinal County, the Bureau of Indian Affairs (BIA), the United States Postal Service (USPS), and local utilities. Since 1979, the urbanized area of the Valley has grown tremendously. As the region has continued to grow, and cities and towns have expanded through annexation into the unincorporated areas of the County, the need for a coordinated approach to addressing and street naming has become more important. MAG, as the Metropolitan Planning Organization and the Council of Governments for the region, has taken on the task of updating this manual to reflect current conditions and practices, in addition to reasonable policy direction.

MAG facilitates and promotes the use of uniform codes and standards when desirable public benefits can be achieved. The ASAP Manual is one of several programs administered by MAG which serve to provide unified policy direction and standards to MAG member communities. The MAG Specifications and Details document, along with the Building Codes Committee, are two examples of concurrent programs seeking to facilitate high quality, efficient development in the region. The ASAP Manual intends to provide a model for uniform addressing and street naming policies and standards.

Each jurisdiction in the MAG region is responsible for addressing within its boundaries. Without a coordinated approach to addressing there is potential for discontinuity across

jurisdictional boundaries. The purpose of this manual is to provide regional standards for addressing to each of the 27 jurisdictions in the MAG region. These standards are designed to ensure continuity in the assignment of new addresses and the naming of streets across the region spanning multiple jurisdictions.

The scope of address assignment discussed in this revision of ASAP covers three primary addressing tasks each jurisdiction must perform: (1) determining the addressing origin, size of blocks and odd-even number assigning; (2) naming streets; and (3) assigning addresses. The first two tasks must be performed correctly, in order for an address to be properly assigned. In addition to policies for assigning addresses to new development, this ASAP Manual also discusses policies for changing existing addresses. The need for change often arises when County areas are annexed into cities and towns.

Presented herein are brief overviews of each policy area and the policy statements which provide a recommended standard(s) for each addressing assignment function. Details on the rationale and research for each recommended policy can be found under "Policy Rationale" in the Appendices. Additional Appendices include Definitions Examples of Acceptable Street Names, and a list of Addressing Coordinators across the region.

SECTION 2.0   ADDRESSING SYSTEM

Every logical addressing system begins with a 0, 0 point (Origin) from which addresses increase numerically. Furthermore, such a system specifies the number of addresses per block (Block Width), the standard frontage distance (Interval) for each increase in address number, and on which side of the street odd and even numbers will be placed (Odd-Even Assignment). This logical construct must be in place for proper address assignment. Following are suggested policies for the recognition of current addressing origins, intervals, odd-even assignment as well as associated policies, and the creation of new address origins.

2.1   ADDRESSING ORIGINS

Ten existing individual addressing systems, each with its own point of address origin (0,0), are currently recognized in the MAG Region. An eleventh, Apache Junction, has its origin outside of Maricopa County; however, Apache Junction and its addressing system are part of MAG. Figure 2.1 identifies the location of the existing eleven (11) points of address origin in the MAG region.

Policy 2.1.1   Issuance of new addresses will be based on, and maximize the use of the eleven existing addressing origins, where practical.

Policy 2.1.2   New address origins may be created upon review and recommendation of the MAG Addressing Committee.

POINTS OF ADDRESSING ORIGIN IN MAG PLANNING AREA

WICKENBURG
Center & Frontier Sts

TEMPE
Mill Ave &
the Salt River

MESA
Center & Main Sts

LITCHFIELD PARK
Litchfield Rd & Wigwam Blvd

BUCKEYE
Monroe Ave & 1st St

APACHE JUNCTION
Idaho Rd & Junction Dr

GILBERT
Gilbert & Elliot Rds

GOODYEAR
Western Ave & Litchfield Rd

PHOENIX
Washington St & Central Ave

CHANDLER
Commonwealth & Arizona Aves

AVONDALE
Central & Western Aves
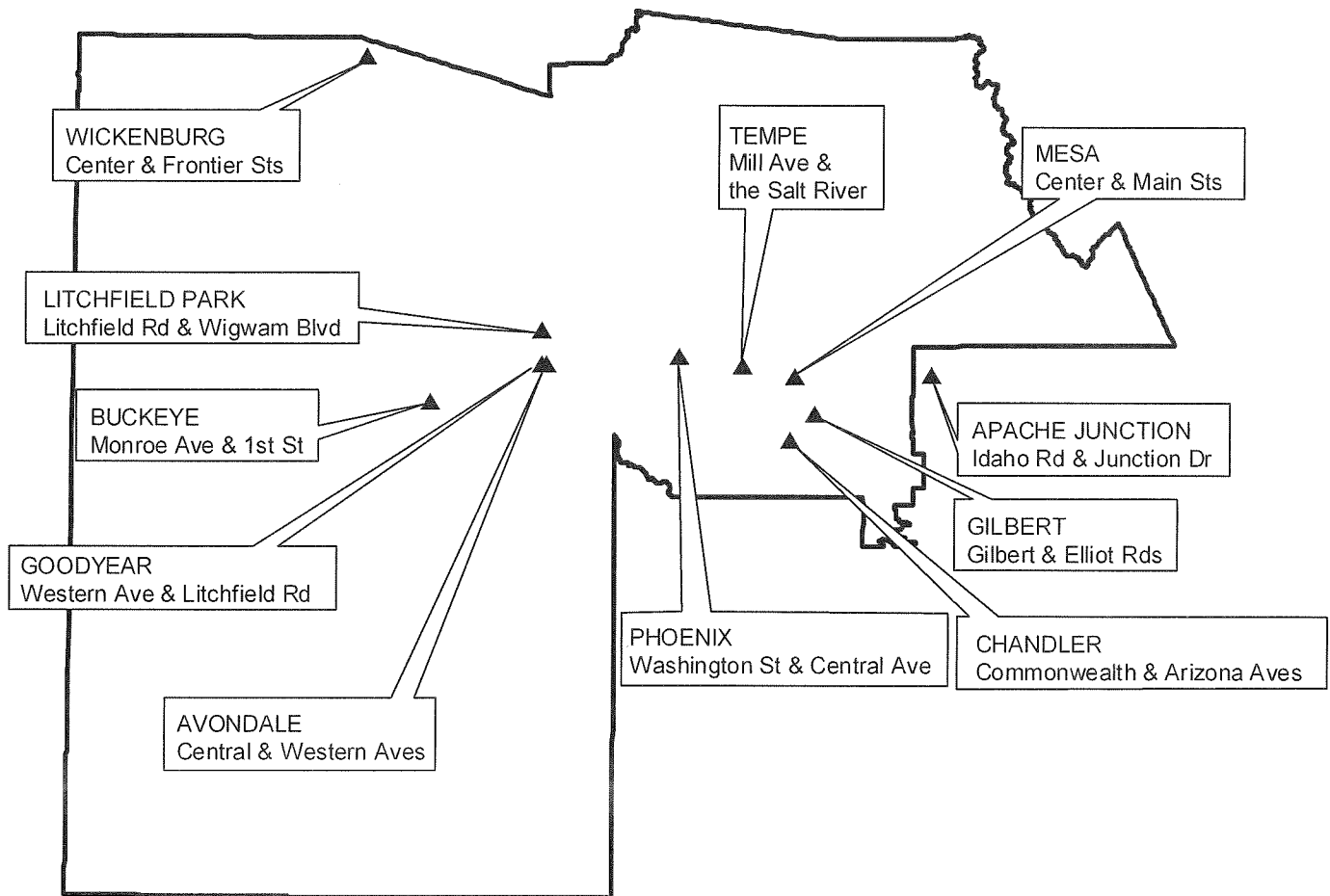
Addressing Points of Origin
Figure 2.1

2.2   BLOCK WIDTHS

Policy 2.2.1   Each 1 mile block shall utilize and extend the address range
adopted for the addressing system where the block is located.
Table 1 indicates 1 mile block widths for the existing MAG region
addressing systems. Areas outside existing systems should utilize
Maricopa County block width standards.

Table 1
MAG Region Block Widths

Jurisdiction	1 Mile Block Width (in address numbers)
Apache Junction	1600
Avondale	E/W 1600 N/S 1200
Buckeye	E/W 800 N/S 1600
Chandler	1000
Gilbert	800
Goodyear	N/S 1300 E/W 1000
Maricopa County	N/S 800 E/W1600
Mesa	800
Phoenix	E/W 800 N/S (varies)
Tempe	900-1900
Wickenburg	800

Policy 2.2.2   100 block numbering shall occur in accordance with local block widths. For example, in the Chandler system (1000 block width), every 1/10 of a section corresponds to 100 address numbers (10 blocks x 100 numbers per block = 1000 block width).

Policy 2.2.3   When determined possible and practical by the Addressing Official, within subdivisions the 100 block numbering system will coincide with physical street locations or other physical features even though these street locations may not be exactly located within the block numbering scheme.

2.3   ODD-EVEN ASSIGMENT

Policy 2.3.1   Odd –Even address number assignment will be consistent with existing assignment within each origin area. For new origins, odd numbers will be assigned to the east and south sides of a thoroughfare, even numbers will be assigned to the west and north sides of a thoroughfare.

2.4   ADDRESS INTERVAL

Policy .2.4.1   House numbering will be assigned at 25 foot intervals along the thoroughfare frontage and determined by number of addresses available between baselines. Each address will be assigned by determining the nearest whole number to the center of each lot or parcel. (Figure 2.4.1)
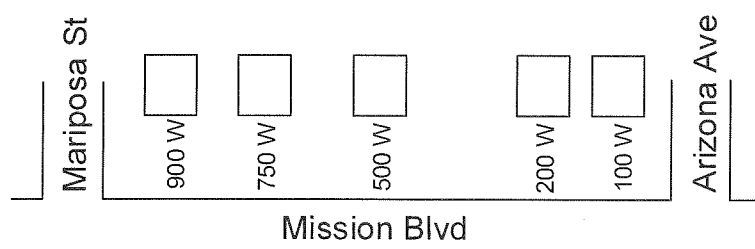
Addressing Intervals
Figure 2.4.1

Sample Calculation of Residential Address Interval

Givens: *Block Width = 1000 street #s per 1 mile block*
Approximately 5000 feet per mile of frontage
500 address numbers available for each street side:
           even side: 1002,100 4,100 6...-2000; and odd side:
           1001,1003,1005...-1999)

Therefore: *1000 street numbers / 2 sides of the street = Available street numbers*
           =   500 per street side

5000 feet per 1 mile block /500 address numbers per mile = Minimum Possible Address Interval   = 10 feet
Results in one number change for every 10 feet

If the desired Address Interval = 25 feet, then each address must be an average of s 2.5e numbers higher than the previous address:
           25 ft. address interval / 10 (number of feet for each address number change) = 2.5 number changes per assigned address. (Note: Addresses are assigned as whole numbers; therefore changes of 2 or 3 numbers are expected as illustrated below)

Even side numbers   1000, 1004, 1008, 1012, 1016...(even addresses only)
Odd side numbers   1001, 1005, 1009, 1013, 1017...(odd addresses only)
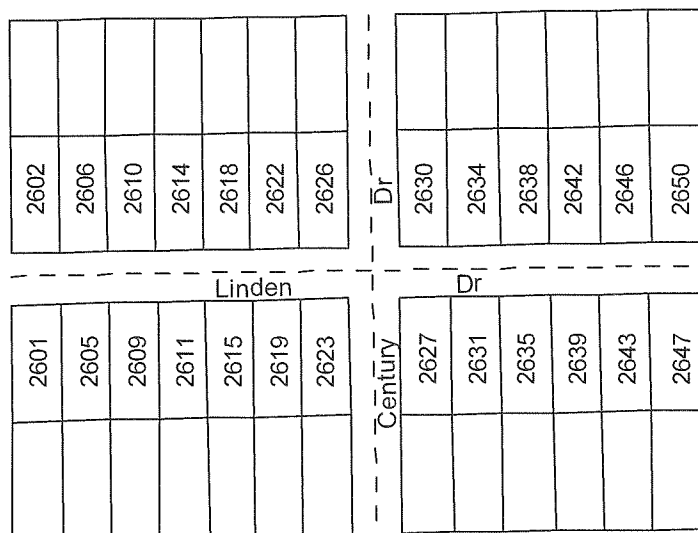
Residential Addressing Example
Figure 2.4.1B

Policy 2.4.2 Numbering for business districts and commercial areas will be assigned at 20 foot intervals along the thoroughfare frontage and determined by number of addresses available between baselines. One whole number shall be assigned per every 20 feet.

Sample Calculation of Business Address Interval

Givens: 1000 street #s per 1 mile block
Approximately 5000 feet per mile of frontage
500 address numbers available for each street side:
even side: 2,4,6...-1000; and odd side: 1,3,5...-999)

Therefore: *1000 street numbers / 2 sides of the street = Available street numbers*
=   500 per street side

5000 feet per 1 mile block /500 address numbers per mile = Minimum Possible Address Interval   = 10 feet
Results in one digit change for every 10 feet

If the desired Address Interval = 20 feet, then each address is two numbers higher than the previous address:
20 ft. address interval / 10 (number of feet for each address number change) = 2 number changes per assigned address

Even side numbers   2,6,10,14,18...(even addresses only)
Odd side numbers   1,5,9,13,17...(odd addresses only)

Policy 2.4.3   Diagonal Streets
Numbering along diagonal streets may use reduced addressing intervals given elongated blocks

2.5   ADDRESS COMPONENTS

Policy 2.5.1   All applicable components of the street address will be used or the address shall be considered incomplete. The street address format is illustrated in Figure 2.5.1.
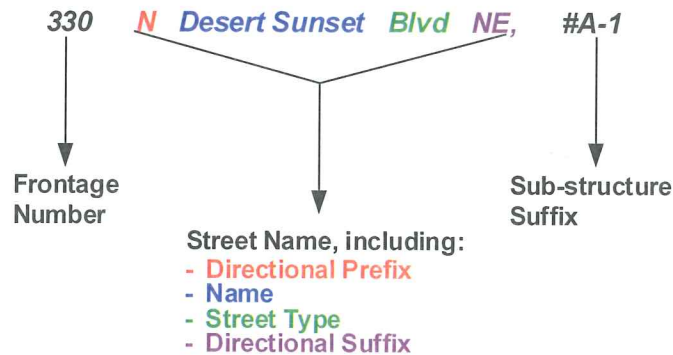
Sample Address
Figure 2.5.1

Policy 2.5.2   Frontage Number
Numbering shall be based on odd-even numbering as described in Sections 2.3 and 2.4. Frontage numbers shall not include leading zeros.

Policy 2.5.3   Street Name
Procedures for assigning valid street names are outlined in Section 3.

Policy 2.5.4   Sub-structure Suffix
A Sub-structure address number is assigned in accordance with Section 4.1, when more than 1 dwelling unit, suite, apartment, condominium units, or rental space exists on a property. The format for a sub-structure suffix shall use letters for buildings and numbers for floors, suites, and spaces.

Format: ZZXXYY   where
                     Z = Building letter(s)
                     X = Floor number (no leading zeros)
                     Y = Units number (leading zeros required)

Example: G303   =   Building G
                                      Floor 3
                                      Unit 3

2.6   SPECIAL CIRCUMSTANCES

Policy 2.6.1   Where streets are parallel, the numbering of fronting structures in the same addressing grid should be comparable. (Figure 2.6.1)
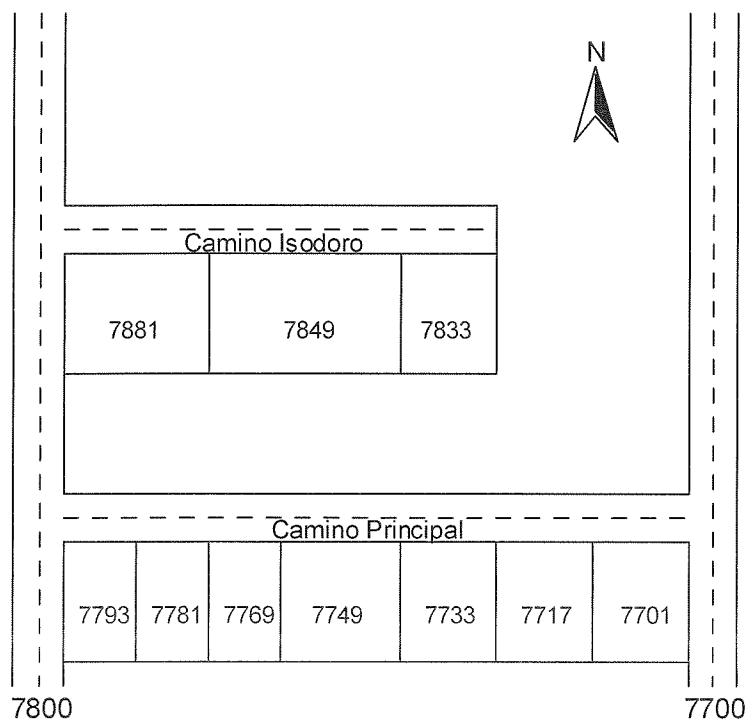
Parallel Addressing
Figure 2.6.1

Policy 2.6.2   Exceptional Address Interval
Jurisdictions may adopt modified address intervals in specific instances relating to small cul-de-sac ("bubbles" or "elbows"), major public or quasi-public facilities, landmarks or other exceptional circumstances where such change is consistent with public safety goals and policies.

SECTION 3.0   APPENDICES

Appendix A
POLICY RATIONALE

Policy direction expressed in the ASAP Manual is generally consistent with MAG regional policy. Supporting rationale is provided below for selected policies to assist in clarifying specific objectives sought by individual street naming and addressing policies.

Policy 2.1.1   *Issuance of new addresses will be based on, and maximize the use of existing origins.* This policy recognizes the logic, convenience and safety issues related to rational addressing systems. Maximizing the use of existing origins and minimizing the creation of new origins serves to simplify the addressing system. Standardizing addressing systems across metropolitan areas is generally agreed upon as a positive. The proliferation of address origins serves to add complexity to the urban and rural communities which ultimately relate to reduce efficiency and convenience, and most importantly, public safety.

Policy 2.1.2:   *New address origins may be approved upon review and approval by the Regional Council.* A process should exist to establish new address origins when they are merited by distinct geographic or political needs. While proliferation of origins is strongly discouraged, given the projected population growth in the MAG region, it is reasonable to assume new origins may represent the best community management option.

Policy 2.2.2   1000 address numbers per mile has been selected as the preferred interval for address systems in the Region. As such, each section, approximately 1 mile, has 10 blocks of 100 address numbers each or about 1 address for every 50 feet of frontage.

Policy 2.2.3   This policy provides reasonable allowance to break 100 block numbering at street intersections or other physical features when they are not exactly aligned with the addressing grid interval (approximately 500 feet per block).

Policy 2.4.1:   Residential Address Interval
This historically used 50 foot frontage interval for individual address assignment has functioned adequately in the MAG region. While smaller address intervals can be used, housing densities have generally not supported the need for a smaller interval. Therefore, the continuation of a 50 foot residential address interval is recommended.

SECTION 3:   STREET ALIGNMENT AND NAMING

In naming new streets, jurisdictional addressing coordinators must consider a number of issues: (1) Is the new street on an existing alignment, and is that alignment valid? (2) Is the street name complete? (3) Are the street name components compatible with existing community standards, including shared database standards? (4) If an entirely new street name is warranted, has it been coordinated with emergency response providers?

Upon understanding/assessing these questions, the Address Coordinator can make recommendations to their respective legislative body for approvals of street names.

The following policies provide guidance for the naming of streets:

3.1   STREET ALIGNMENT

Policy 3.1.1   *One Mile and Half-mile Street Alignments*

A.   The street names of existing mile and half-mile alignments are to remain fixed. Existing streets that have more than one established name are, as a rule, separated by natural or manmade physical barriers and will retain the present street name of each segment as the primary name of that segment.

B.   When any mile or half-mile road is extended on the same alignment, whether adjacent or several miles away, the extension will carry the primary street name if the street lies within the metropolitan planning area.

Policy 3.1.2:   Addressing Coordinators in each jurisdiction should use the Metropolitan Street Addressing Guide (MSAG) to verify valid street alignment names in MAG jurisdictions before assigning a new name.

3.2   STREET NAMING
Street naming shall comply with the following regionally applicable policies:

Policy 3.2.1   The Metropolitan Street Addressing Guide (MSAG) shall be the official reference for street names in the MAG Region.

Policy 3.2.2   Street alignments should have only one assigned name and said names shall not be duplicated when assigning new street names.

Policy 3.2.3   Alias Names
A.   A street name, once assigned to an alignment, may not change, other than a locally approved alias, anywhere along the extension of that alignment regardless of jurisdiction. Street names apply to the entire length of an alignment when no alias exists, or the entire length of an existing alias.
B.   Creation of new alias segments is discouraged. The only exemptions to be granted is a city's ability to create a new alias segment within their entire

jurisdiction, including County islands and strip annexation areas, or approvals related to aliases completely contained within master planned developments.

Policy 3.2.4   Valid Street Names
Valid street names shall include four components:
> Directional Prefix
> Street Name
> Street Type
> Directional Suffix (when needed)

A.   Directional Prefix
All streets will have only <u>one</u> standard directional prefix. The accepted directional prefixes are:

> North (N)
> South (S)
> East (E)
> West (W)

Compound directional prefixes (NE, NW, SE, SW) are not to be used in assigning new street names.

B.   Street Names
Names shall be limited to twenty-eight (28) characters of the same language, including the space(s) between words.

C.   Street Types
1.   To facilitate consistency across the region, each jurisdiction should utilize the following street type list in street name assignment and database management:

Table 1
Approved Street Types

ACC	Access	LNDG	Landing
ALY	Alley	LN	Lane
ANX	Annex	LOOP	Loop
AVE	Avenue	MALL	Mall
BAY	Bay	MTWY	Motorway
BEND	Bend	OVAL	Oval
BLVD	Boulevard	OVP	Overpass
BR	Branch	PARK	Park
BRG	Bridge	PASS	Pass
BYP	Bypass	PATH	Path
CYN	Canyon	PKY	Parkway
CSWY	Causeway	PIKE	Pike
CTR	Center	PL	Place
CIR	Circle	PLZ	Plaza
COR	Corner	PT	Point
CORS	Corners	RADL	Radial
COVE	Cove	RAMP	Ramp
CRSE	Course	RD	Road
CT	Court	RIDGE	Ridge
CRK	Creek	ROW	Row
CRES	Crescent	RUN	Run
DR	Drive	SQ	Square
ESTS	Estates	STA	Station
EXPY	Expressway	STRA	Stravenue
EXT	Extension	ST	Street
FRK	Fork	TER	Terrace
FRWY	Fairway	THWY	Throughway
FRO	Frontage	TRL	Trail
FWY	Freeway	TUN	Tunnel
GLN	Glen	TPKE	Turnpike
GRN	Green	UNP	Underpass
HTS	Heights	VIS	Vista
HWY	Highway	WALK	Walk
JCT	Junction	WAY	Way
KNOLL	Knoll		

2.   Street Type Restrictions
        a)   Only streets forming a circle shall use the street type of "Circle".
        b)   Only cul-de-sac streets shall use the street type of "Court".

D.   Directional Suffix
If used, directional suffixes shall comply with the following list:

North	(N)	Northeast	(NE)
South	(S)	Northwest	(NW)
East	(E)	Southeast	(SE)
West	(W)	Southwest	(SW)

Policy 3.2.5   Guidelines for Street Name Approval

A.   All new street names must be coordinated by the appropriate Addressing Official.

1.   The assignment of street names and street types will involve coordinated approval from the relevant Fire, Police, and Public Works Departments and the Post Office. Emergency service providers are expected to review phonetics, clarity and understandability of proposed streets prior to local approval.

2.   The current MSAG will serve as a reference for existing street names. Once a name in its current structure is issued, it shall be added to the Metropolitan Street Addressing Guide (MSAG) and may not be used in any other alignment within the MAG Region.

3.   Once new street names are approved, each jurisdiction will provide an update of approved names to the MSAG authority.

4.   Any objection by a Coordinating agent will constitute a rejection of the name.

B.   Street names should be appropriate, reasonable, spelled correctly and phonetically correct.

C.   Names that are the same or are pronounced the same (homonyms) or similarly, with different spellings, may be used only once (e.g., Saguaro or Sahuaro; Smith, Smyth, or Smythe; Ellis or Alice; Allen or Alan).

D.   Foreign language street names are acceptable under the provisions of Section 3.3.

E.   Only North/South streets shall be numbered streets. Numbered streets shall not be spelled out, but must comply with the following format: 1st, 2nd, 3rd, 4th, 99th, 156th etc.

F.   Alphabetical letters (A, B, C, D … etc.), directional names (South South Field Drive), complicated or undesirable names, or unconventional spellings are prohibited.

G.   To aid in avoiding confusion and poor communication, street names sounding alike or similar, or with similar spellings, are not to be used in the same vicinity. (Fig. 3.2.5 G)

INCORRECT
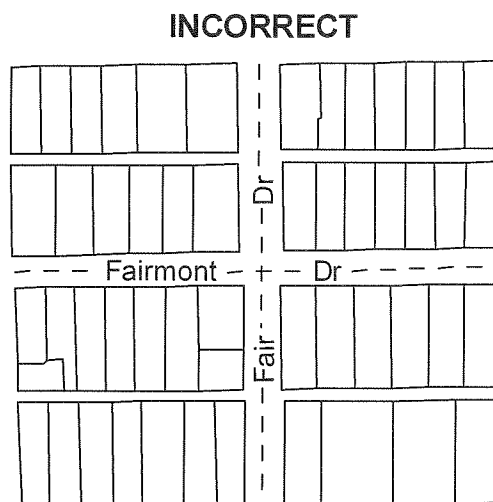
Confusing Street Names
Figure 3.2.5.G

Policy 3.2.6   General Guidelines for Coordinated Subdivision Plat Approval

A.   All proposed streets names, whether for public or private streets, shall be approved and assigned by the appropriate addressing authority in each jurisdiction prior to the approval of a preliminary plat.

B.   In addition to a preliminary plat submittal, each jurisdiction will obtain a 1"=200' scale map (preferably electronic copy) of the proposed preliminary plat from the developer/engineer to assist in determining street alignments.

C.   Any changes to a preliminary plat that affects street names or types will be resubmitted to the appropriate jurisdictional street name/assignment authority for review and approval.

Policy 3.2.7   Naming Guidelines for Straight or Grid Streets

A.   Any street that connects, at an intersection, two adjoining streets not in an extended alignment may receive a separate name.

B.   A newly developed street will assume the name of the street on which it aligns. This applies to new streets located in undeveloped areas on the extended line of an existing street at any distance whether interrupted by natural or man-made barriers such as freeways, reservoirs, railroad tracks, mountains, etc. (Figure 3.2.7B)
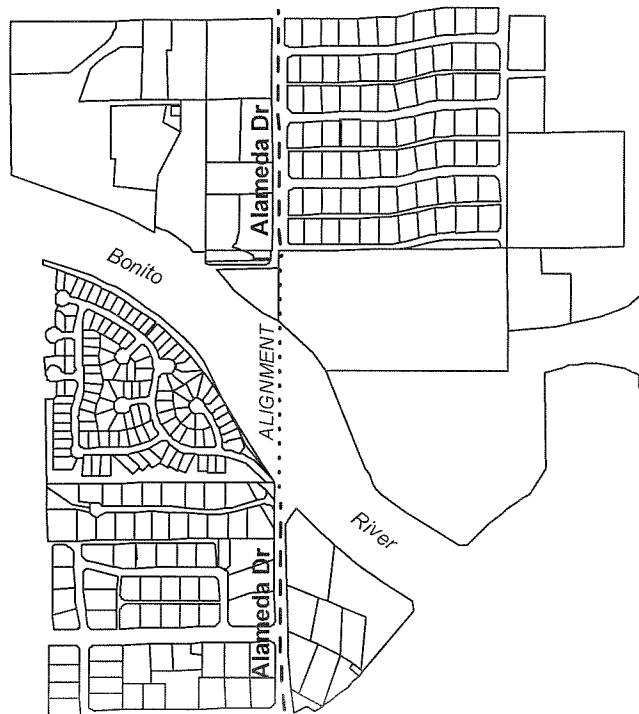
Extension of Existing Alignment
Figure 3.2.7B

C.   A proposed street may be offset in alignment by not more than one-half of a developed block or 150 feet in any direction, and shall receive the name of that nearest street alignment; however, such offset may not progress in the same direction for subsequent segments but rather must reverse direction to return to or toward the original alignment prior to establishing new offset in either direction. Any street existing beyond the 150 feet or one-half of a developed block is considered out of alignment and will receive the appropriate name or its own unique name. (Figure 3.2.7C)

CORRECT

INCORRECT
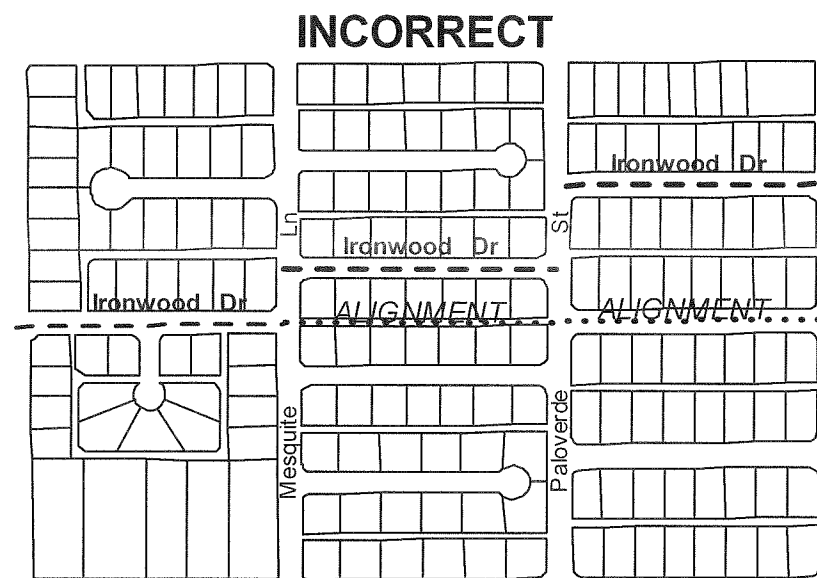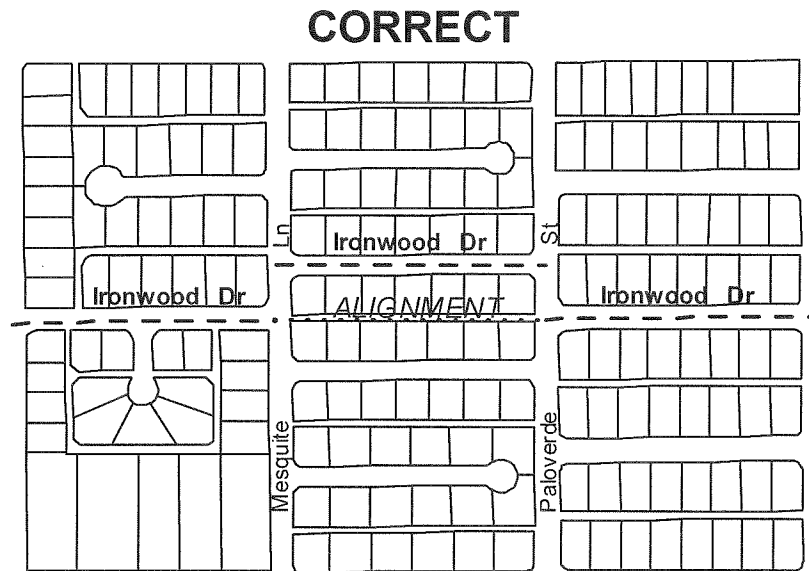
Offset Street Returning to Alignment
Figure 3.2.7C

D.   When a street changes its alignment or is offset by more than 150 feet or one-half of a block, it will take on the name of the new street alignment, or receive a new name if the new alignment is unnamed. (Figure 3.2.7D)

CORRECT
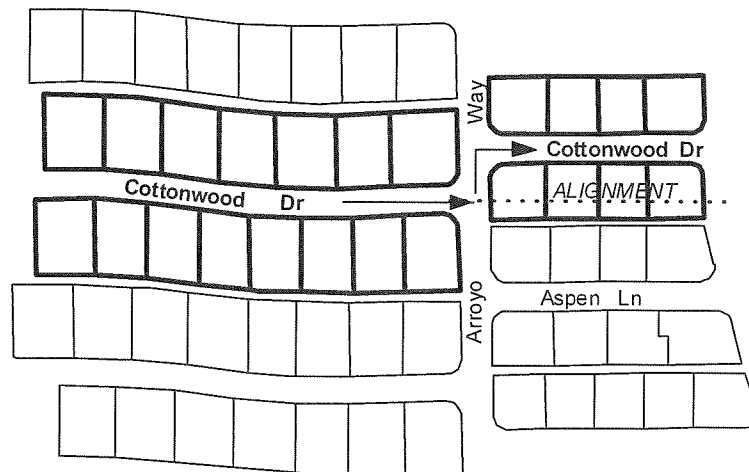
INCORRECT
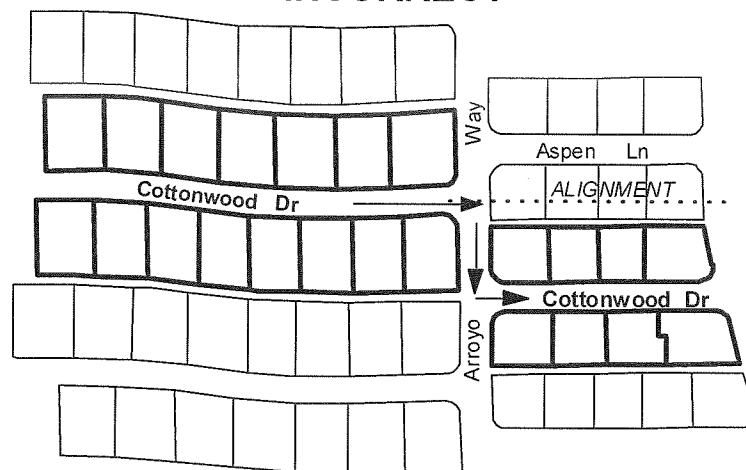
Acceptable Alignment Offset
Figure 3.2.7D

E.   At no time will another street name appear between offset street alignments with the same name. (Figure 3.2.7E)
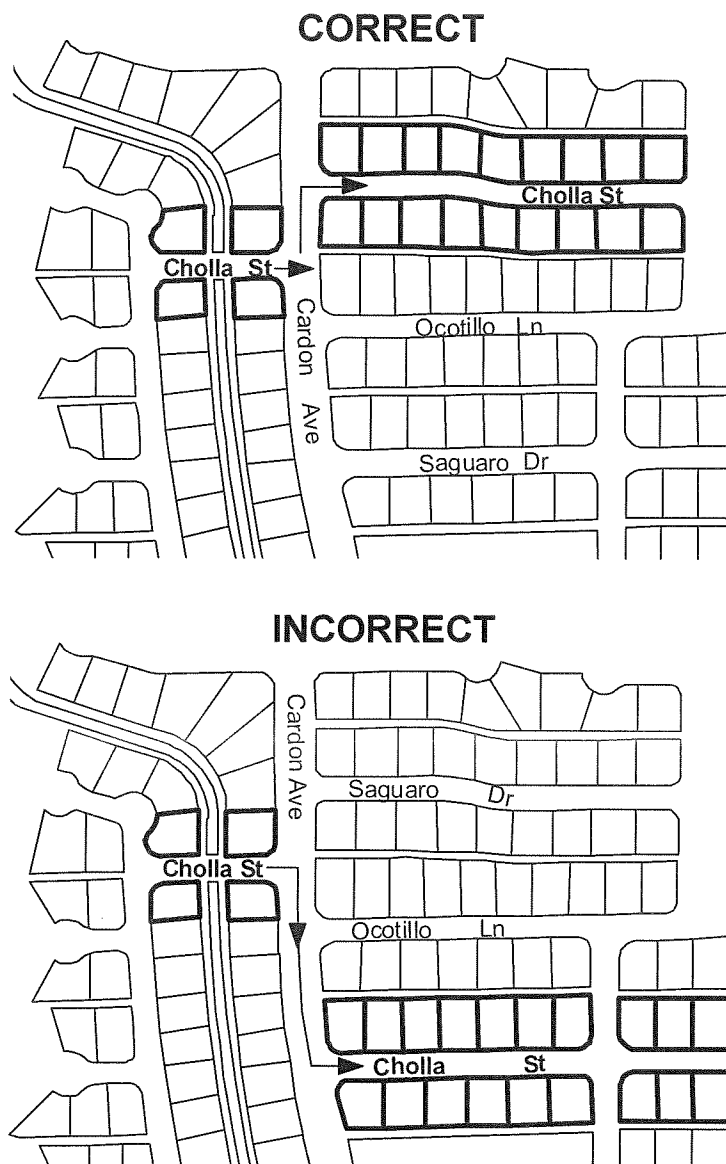
CORRECT

INCORRECT

Offset Street Naming
Figure 3.2.7E

F.   An existing street name will assume one alignment and may not be assigned to any other alignment. (Figure 3.2.7F)

CORRECT
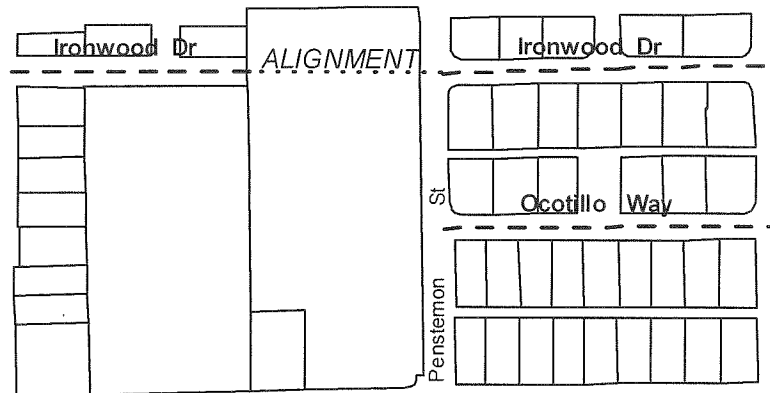
INCORRECT
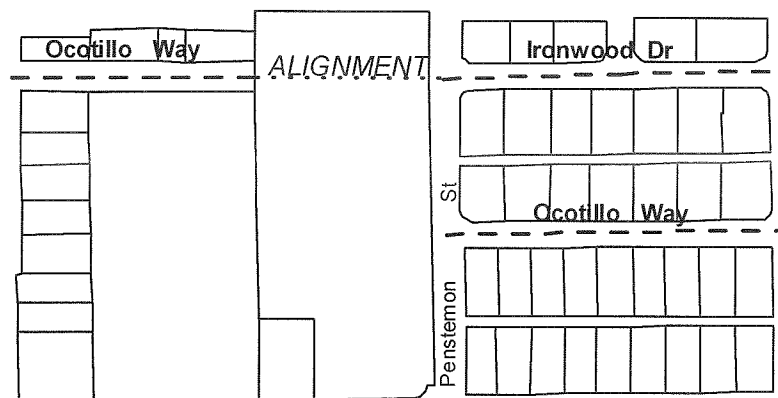
Consistent Naming Along Alignment
Figure 3.2.7F

G.   Two New Streets within Alignment of an Existing Street:

When two potential streets are within the alignment of an existing street, the road that is more nearly in alignment takes precedence and the latter receives a new name. (3.2.7G)
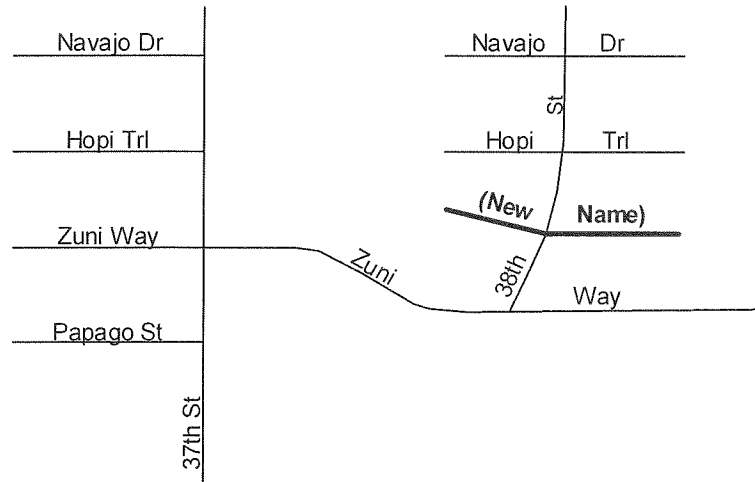
Two New Streets within Existing Alignment
Figure 3.2.7G

H.   A street that normally is on a straight north-south or east-west alignment but has a short portion on a diagonal for a distance not to exceed two city blocks will receive the same name throughout as that of the original or major alignment. (Figure 3.2.7H)
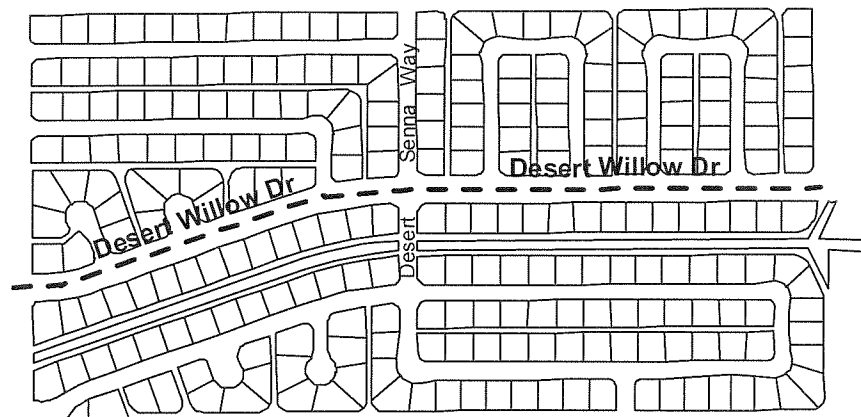
Short Diagonal Street Segment
Figure 3.2.7H

Policy 3.2.8   Naming Guidelines for Culs-de-Sac

A.   A cul-de-sac that exists or is constructed at the end of an existing street right-of-way or alignment will assume the name of that street. (Fig. 3.2.8A)
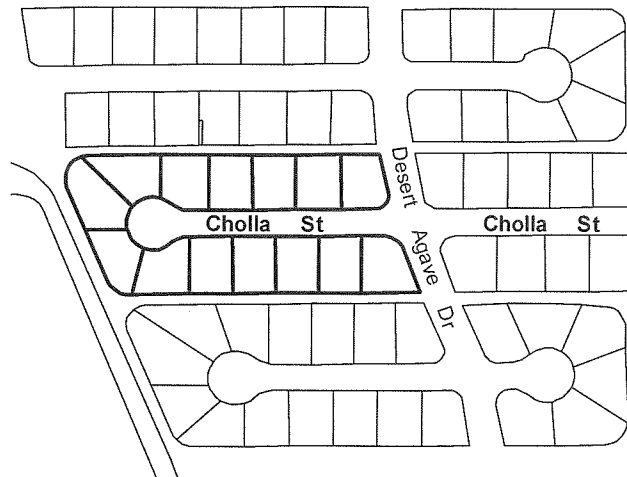
Cul-de-sac Extending Existing Street
Figure 3.2.8A

B.   A cul-de-sac that is constructed within an extension of an existing street right-of-way or alignment that is not developed in its entirety will assume the name of that alignment of which it is an extension, as if it were dedicated and constructed. (Figure 3.2.8B)
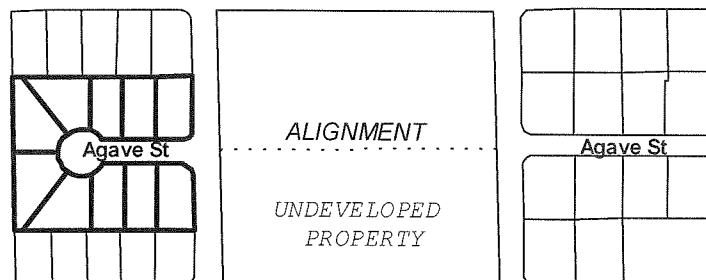
Extension of Partially Developed Alignment
Figure 3.2.8B

C.   When a cul-de-sac is constructed at the end of a street right-of-way or alignment that curves, arcs or meanders from its straight alignment, it will assume the name of that street. (Figure 3.2.8C)
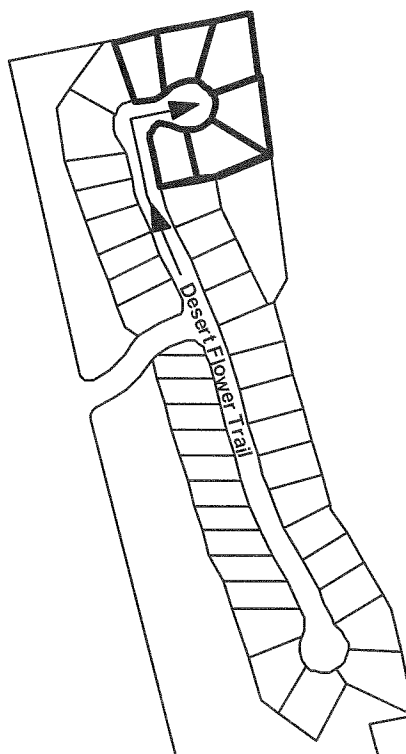
Cul-de-sac at the End of Street
Figure 3.2.8C

D.   When a cul-de-sac with five lots or less, or a length of less than 250', is dedicated/constructed off any given street, it assumes and retains the name and numbering of that street which it adjoins, whether it is perpendicular to said street or only a bubble configuration. The address interval (*Policies 2.4.1 and 2.6.2*) may be reduced for number assignment on culs-de-sac of 5 lots or less (Figures 3.2.8D-1). When a cul-de-sac with greater than 5 lots or longer than 250' is dedicated/constructed off any given street, it will carry a name other than that of the original alignment; with care taken that they are not on the extended alignment of an existing street farther away. (Figure 3.2.8D-2)
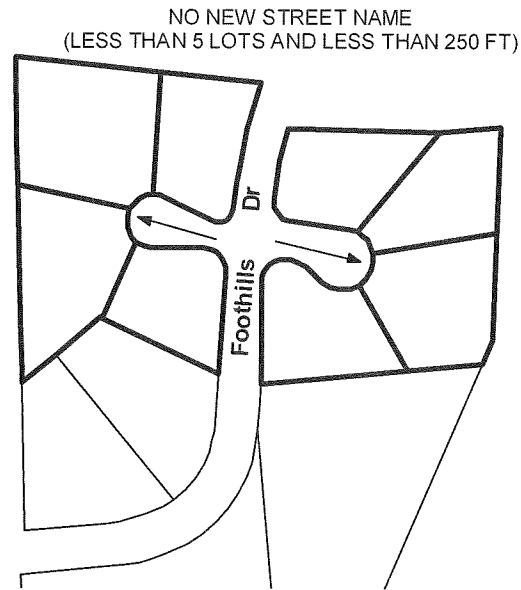
Cul-de-sac – No New Street Name (less than 5 lots, less than 250')
Figure 3.2.8D-1
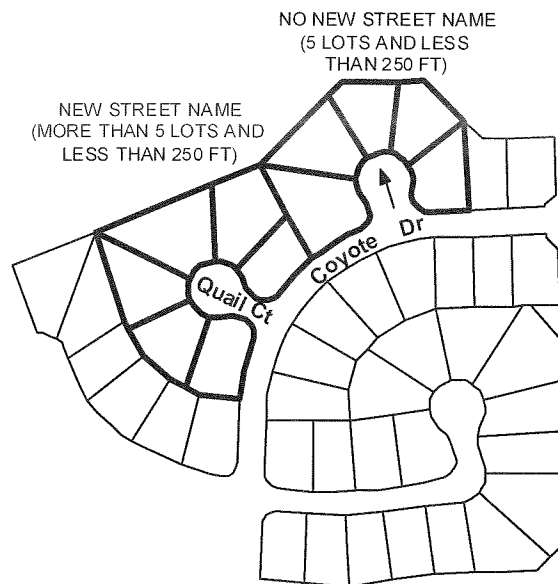
**Bubble or Elbow Cul-de-sac (No New Name) and
New Street Name (greater than 5 lots)**
Figure 3.2.8D-2

E.   When a cul-de-sac is dedicated/constructed and there is a dedicated/constructed cul-de-sac which is greater than five lots or exceeds 250' on the opposite side of the original alignment, both segments will carry names other than that of the original alignment, with care taken that they are not on the extended alignment of an existing street farther away. (Figure 3.2.8E)

NEW STREET NAME
(LESS THAN 250 FEET
MORE THAN 5 LOTS)

NEW STREET NAME
(LESS THAN 250 FEET
LESS THAN 5 LOTS,
TAKES NAME FROM
OPPOSITE CUL-DE-SAC
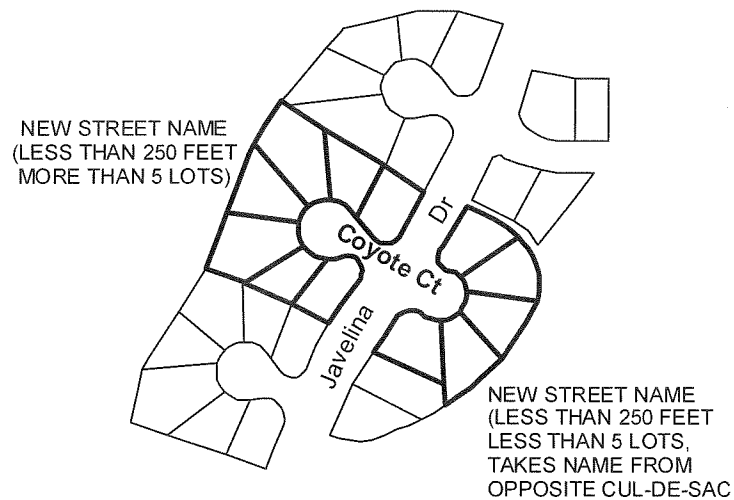
Opposing Culs-de-sac with New Name
Figure 3.2.8E

F.   If two cul-de-sacs, each of 5 lots or less and less than 250', exist or are dedicated/constructed in such a manner as to be connected to each other by a short, straight or arcing right-of-way or alignment, and are perpendicular to an adjoining street alignment forming a "T", these cul-de-sacs and the connecting segment will assume the name of the street alignment perpendicularly. (Figure 3.2.8F)
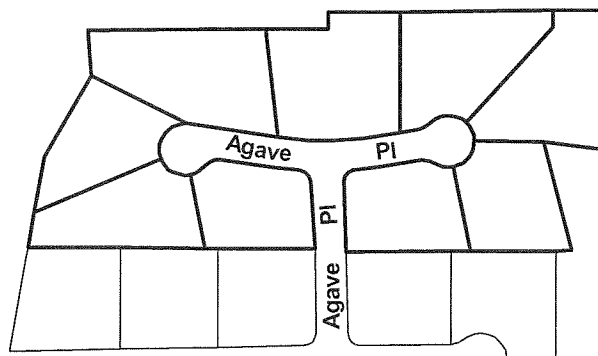
Cul-de-sac T Alignment-Same Name
Figure 3.2.8F

G.   When two cul-de-sacs approach each other from opposite directions, each being greater than five lots, not to exceed 250' in length, and are in the same alignment, but do not join in any manner, they will assume the same street name, which will not be the same name as that of any street that they intersect. (Figure 3.2.8G)
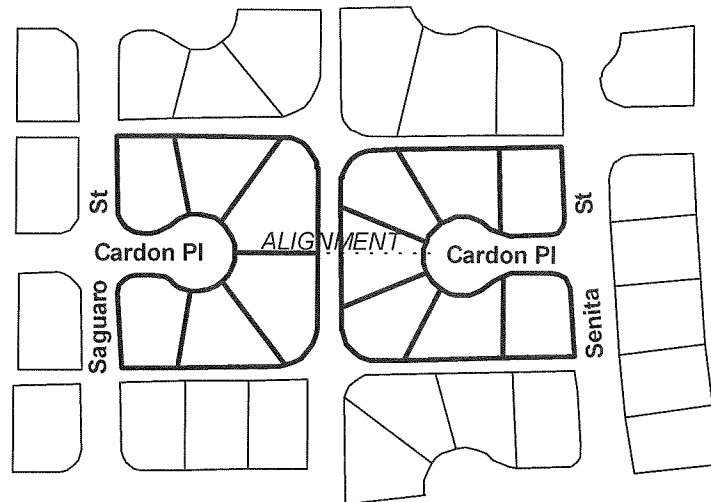
Two Culs-de-sac Not Joined in Same Alignment
Figure 3.2.8G

Policy 3.2.9   Naming Guidelines for Curvilinear Streets

A.   When a large subdivision of circular streets are involved, in which an arterial or collector street penetrates through said subdivision, then the circular streets shall be named using a quadrant street naming system (Figure 3.2.9A) as in the following example:

Cottonwood Circle Northwest   (Circle split by a north-south

Cottonwood Circle Northeast   and an east-west axis)

Cottonwood Circle Southwest

Cottonwood Circle Southeast
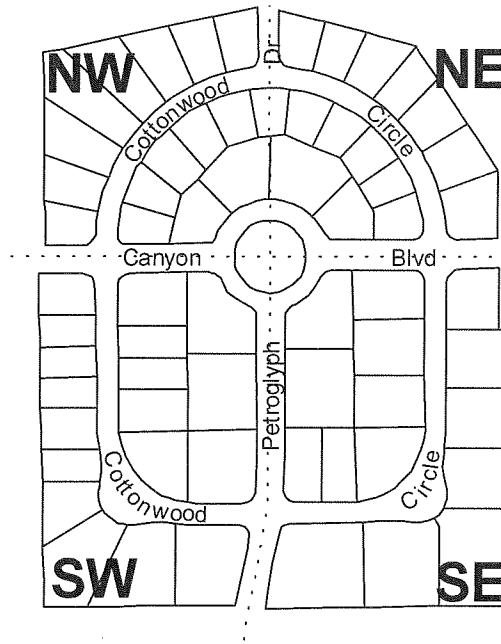
Circular Street Divided by Through Street
Figure 3.2.9A

The street name will not only indicate the direction of the street with respect to the baselines, but will also identify quadrant location. Quadrants may be assigned a northwest, northeast, southwest, or southeast directional.

B.   When a subdivision of circular streets segmented into halves or quadrants is involved, in which no major arterial or collector street penetrates or connects the quadrants through said subdivision, then said quadrant streets should receive new names not to be duplicated in any other quadrant (Figure 3.2.9B). Segmented or partial circles will be reviewed on a case by case basis.
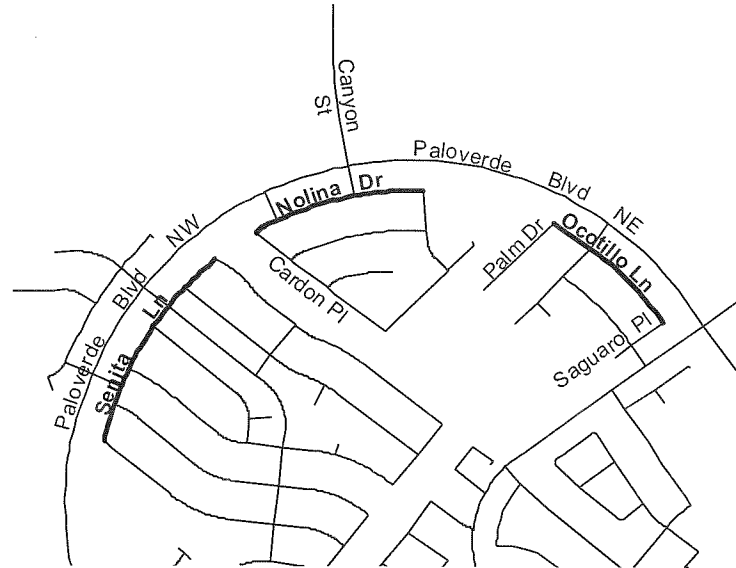
Segmented Circular Street with no through Street
Figure 3.2.9B

C.   Where a street is involved that curves approximately 90 degrees, thereby changing its predominant direction, a new name shall be required either at the curve's mid-point, or if existing, at an intersecting street which is in close proximity to the curve. (Figures 3.2.9C-1 and C-2)

Points of Street Name Change on a Curve
Figure 3.2.9C-1
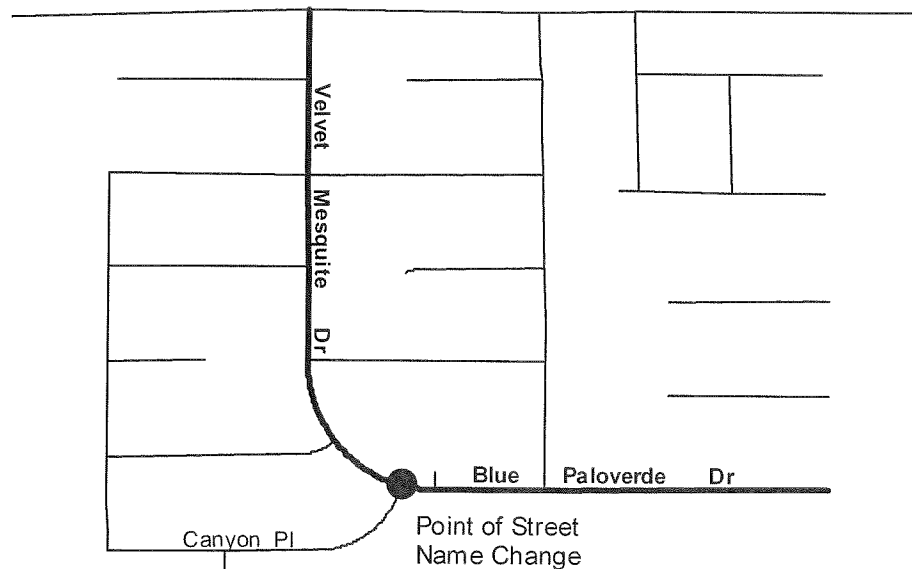
Point of Name Change at Intersection
Figure 3.2.9C-2

D.   Looped Streets
Loops start and end from a common street. Each half of the loop is treated as a separate street starting from the common street and ending at the end or apex of the loop. (Figure 3.2.9D)
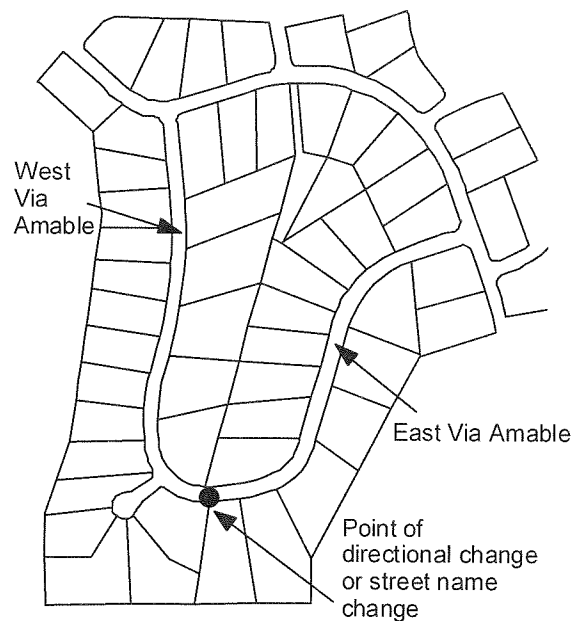
Looped Streets Point of Name Change
Figure 3.2.9D

E.   Where a street is involved that curves approximately 90 degrees, thereby changing its predominant direction, but does not exceed 200 feet in length before intersecting with another street, no new street name shall be required. (Figure 3.2.9E)
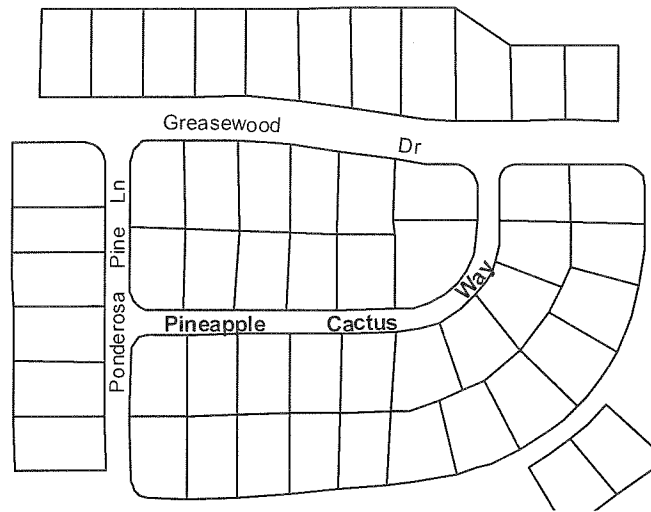
Street with Short Curved Segment – No New Name
Figure 3.2.9E

F.   When a street follows the alignment of an arc segment and intersects with other existing streets on both ends, then the arced street shall assume a new street name. (Figure 3.2.9F)
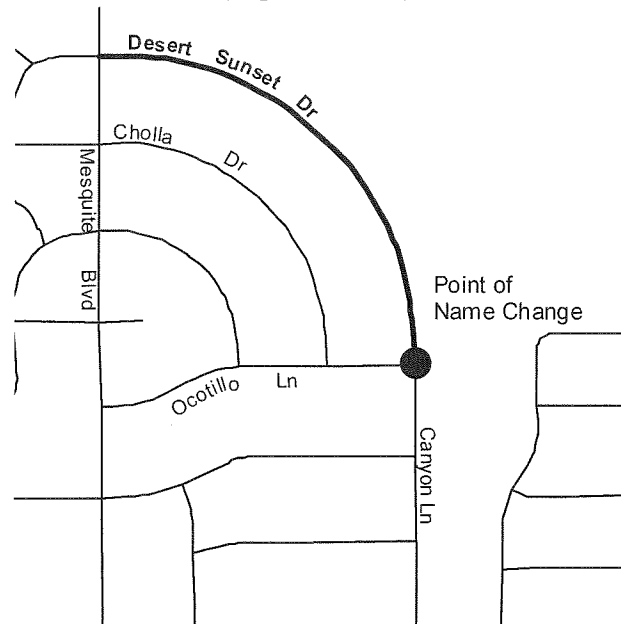
Curved Street Intersection with Two Different Streets
Figure 3.2.9F

G.   When a curved or arced street is involved, the street will assume the name of an existing street when the arced street is in alignment with the existing street. If no existing street alignment exists, then the arced street may assume a new name and any later extension that is in alignment with the arced street will assume the name of the established arced street. (Figure 3.2.9G)
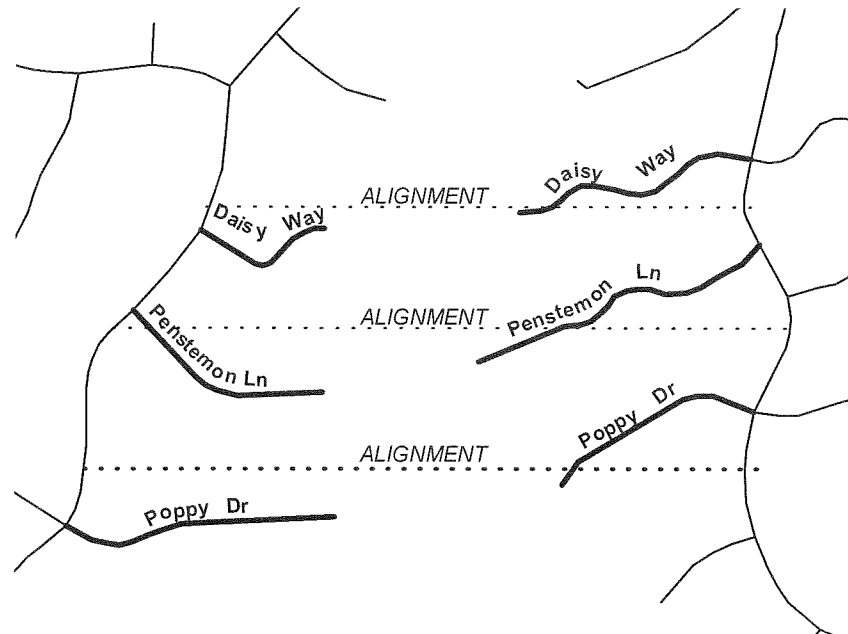
Curved Street within Existing Alignment
Figure 3.2.9G

H.   A curved or arced street that leaves its alignment by not more than one block may retain the name of the original alignment. (Figure 3.2.9H)
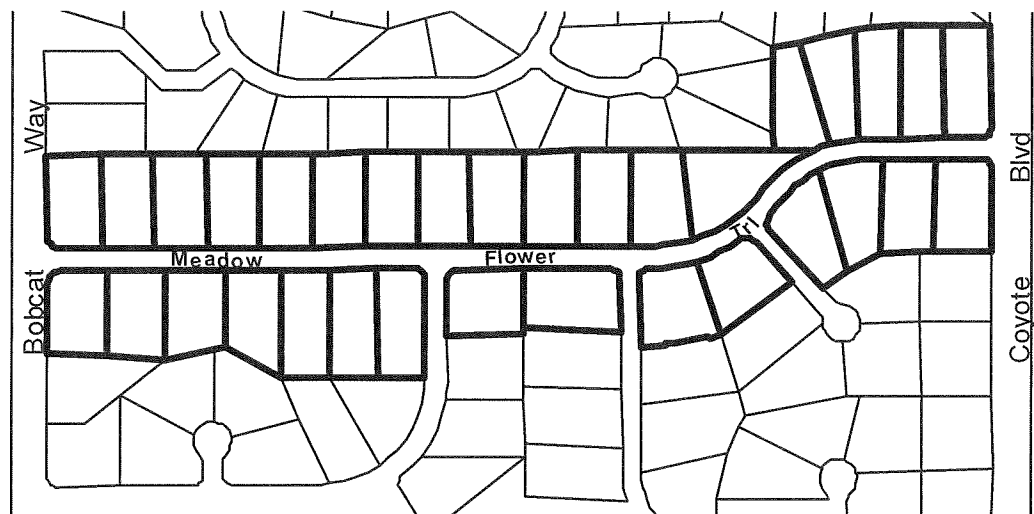
Curved Street- Minor Alignment Change
Figure 3.2.9H

I.   A street that leaves its alignment to assume a new alignment shall assume a new thoroughfare name at the point where it leaves its original alignment if the original alignment could be extended at some later date. (Figure 3.2.9 I)
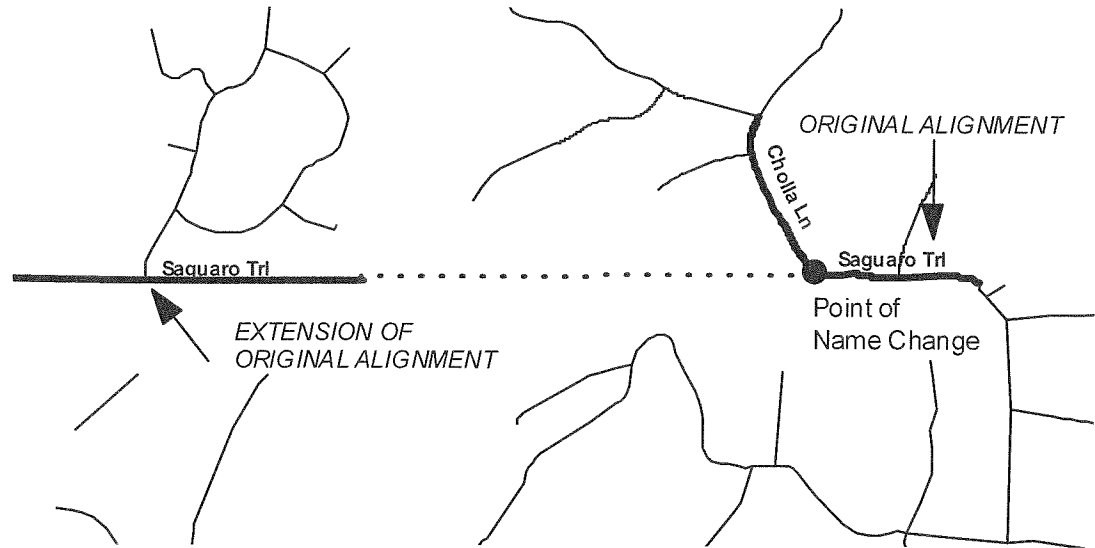
Point of New Name for Street Changing Alignment
Figure 3.2.9 I

J.   A street that leaves its alignment to assume a new alignment shall assume a new name where it intersects its new alignment. (Figure 3.2.9J)
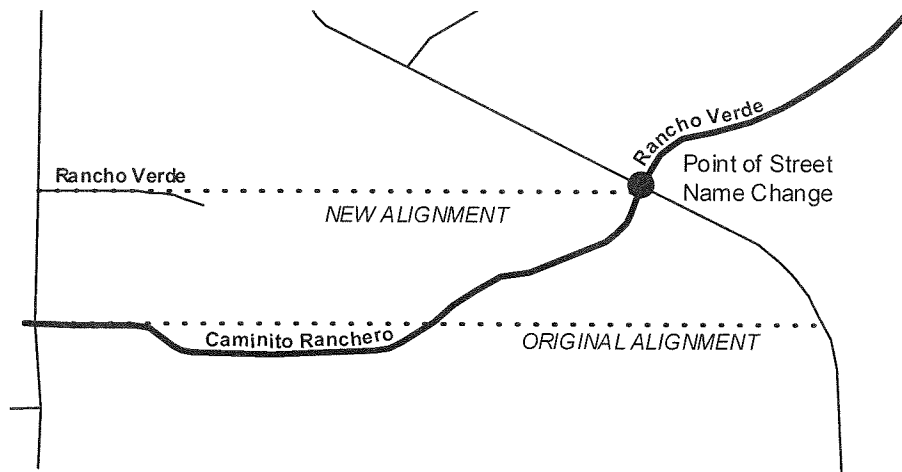
Curved Street Assuming New Alignment and New Name
Figure 3.2.9J

K.   A street that leaves its basic alignment by more than one block and does not return to its original alignment shall assume a new name at the point where it leaves its alignment. An intersecting street that assumes the same alignment as the original thoroughfare may assume the original thoroughfare name. (Figure 3.2.9K)
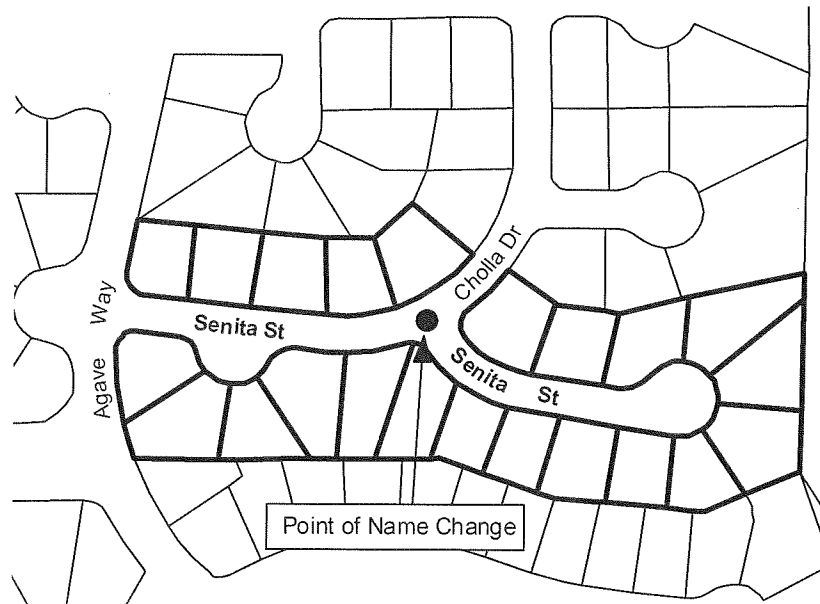
Intersecting Street Assuming Alignment and Name
Figure 3.2.9K

L.   A street that leaves its original alignment and returns again, even if the variation is several blocks, shall retain the same street name. (Figure 3.2.9L)
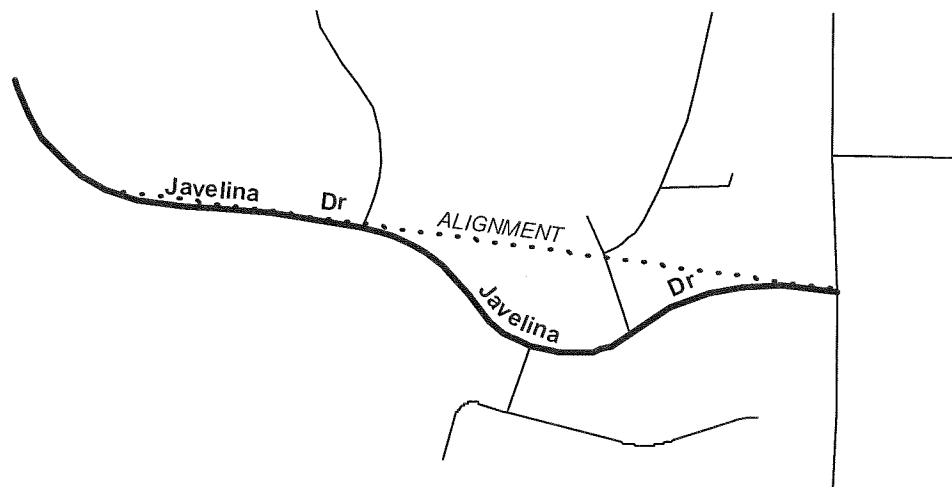
Meandering Street Returning to Original Alignment
Figure 3.2.9L

3.3   FOREIGN LANGUAGE STREET NAMES

Foreign language street names are often requested for new streets. The purpose of these policies is to ensure proper usage and grammar when approving foreign language street names.

Policy 3.3.1   Foreign language street names may be approved only after review for correct grammar, spelling and usage.

Policy 3.3.2   Addressing Coordinators should require foreign language street name review by a qualified individual.

Policy 3.3.3   Foreign Language Street Types

     A.   Foreign language street names may include multiple words including foreign language street types within the street name.

Example: *"Calle Buena Vista"*

     B.   Common Spanish language street types include:

Table 2
Spanish to English Street Name Translation

Spanish	**English Translation**
Avenida	Avenue
Calle	Street
Caminito	Little Road
Camino	Road
Cerrada	Closed
Circulo	Circle
Entrada	Entrance
Paseo	Path
Placita	Little Plaza
Rancho	Ranch
Vereda	Small Path
Vista	View

C.   Foreign language street types are not inserted in the street type portion of the street name, but are considered part of the street name as illustrated in Policy 3.3.4.

Policy 3.3.4   Foreign language street names are not required to include a street type as described in Section 3.2.4C in order to be considered complete.

               Example: *"1255 N. Calle Buena Vista"*

Policy 3.3.5   Spaces between words of foreign language street names are counted as characters. All street names are limited to 28 characters.

               Example: *"Camino de la Tierra"*

                             (18 characters including spaces)

3.4   SPECIAL CIRCUMSTANCES

Policy 3.4.1   Street Direction Changes:
When a street changes direction from a north-south to east-west alignment or vice versa, or by 90 degrees, it will assume the proper name of that new alignment or take a new name if a street alignment or extended alignment does not exist. Exceptions to this are circles and loops. (See Figures 3.2.8C-1 and C-2)

Policy 3.4.2   Freeway Frontage Road Names:
Freeway frontage road names shall be based on existing freeway names and mile or ½ mile alignments. If the frontage road is within an existing or extended alignment, the existing alignment name shall be used.

SECTION 4.0   ADDRESS ASSIGNMENT

Address assignment is the process of assigning an address number, a street name (including directional prefix, street name, street type, and directional suffix), a jurisdiction (e.g. city or town), and a zip code, to each new developing residential or commercial property. Address assignment may also involve special circumstances such as circular or diagonal streets. Policies for each unique addressing assignment situation follow.

4.1   RESIDENTIAL ADDRESS ASSIGNMENT FOR INDIVIDUAL PROPERTIES

Policy 4.1.1:   Any lot or parcel with single or multiple structures shall front or have access on a named street prior to assignment of a situs address. (Figure 4.1.1)
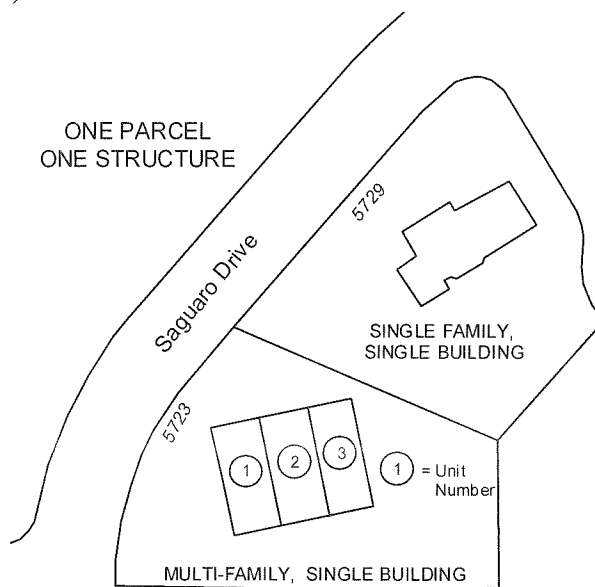
Lot or Parcel Addressing
Figure 4.1.1

Policy 4.1.2   Single Family
A situs address shall not be assigned to a single family residence until the subdivision plat has been recorded in accordance with local jurisdictional policy.

Policy 4.1.3   Duplexes and Rear Houses
A.   Situs addresses for duplexes, rear houses, and structures on interior lots shall include a substructure suffix using a letter for each duplex, rear house or structure in accordance with Policy 2.5.1. (Figure 4.1.3)

B.   Numbers, fractions of numbers or the designation "front" or "rear" to duplexes, rear houses, and structures on interior lots shall not be allowed.
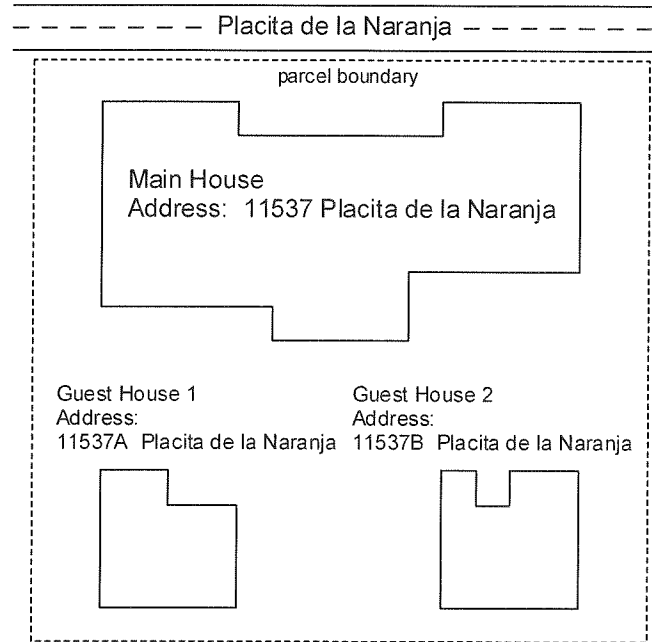
Duplex/Rear House Addressing
Figure 4.1.3

Policy 4.1.4   Apartments and Condos:

    A.   Apartment and condominium projects with one main entrance and with interior streets whether dedicated or undedicated, shall be assigned one situs address on the dedicated street on which the main entrance fronts. On a case-by-case basis, a high-density development with multiple entrances may be assigned more than one situs address.

    B.   Regardless of the number of assigned situs addresses, unit numbering shall remain consecutive throughout the entire development to avoid the duplication of numbers.

    C.   An identifying number or sub-structure suffix, for each individual living unit, such as Apartment 1, Unit 1, Space 1, etc., will be assigned.

    D   Within a development having multiple buildings with one or more floors or levels ,each building should be assigned an individual building number (letter) as part of the sub-structure suffix. Each building number shall be clearly displayed. Individual apartments, units, suites or such are identified with the first digit referring to floor number. (Figure 4.1.4D)

Sub-structure Suffix Format: ZZXXYY
                where: Z = Building letter(s)
                          X = Floor number (no leading zeros)
                          Y = Units number (leading zeros required)

Example: G303   =   Building G
                                        Floor 3
                                        Unit 3

The use of double letters (i.e. AA, BB, CC) is discouraged and should only be approved on a case by case basis.

E.   The sub-structure suffix shall be included as part of the official address of each unit (Figure 4.1.4F).

F.   As a general policy, a sub-structure suffix shall be assigned to each unit in a counterclockwise direction, beginning at the right of the main, addressed entrance, (Figure 4.1.4F), as follows:

   1) 99 units or less, single story: 1-99

   2) 100 units or more, single story: 1001-1999

   3) 99 units or less, multi-story:

         a)   First floor: 101-199
         b)   Second floor: 201-299
         c)   Third floor: 301-399

   4) 100 units or more, multi-story:

         a)   First floor: 1001-1999
         b)   Second floor: 2001-2999
         c)   Third floor: 3001-3999

3001 E Coyote Boulevard

NUMBERING STARTS AGAIN
FROM 101 IN EACH BUILDING

Sample Address: 3001 E. Coyote Blvd. Bldg A, Suite 105

Numbering for Apartments and Condominiums (<99 Units)
Figure 4.1.4F

G.   The assigned group of numbers, unique to each building, shall be clearly displayed, as a directory, for each building within a development.

H.   For address assignments or changes, all development plans, subdivision plats, development master plans, etc. will be submitted to the local jurisdiction development services office.

Policy 4.1.5:   *Townhomes*

A.   An individual situs address shall be assigned to each unit within townhome developments if internal streets are to be named.

B.   If internal streets are unnamed, sub-structure numbers shall be assigned to each unit starting at the right of the main entrance, using even/odd numbering. (Figure 4.1.5B)
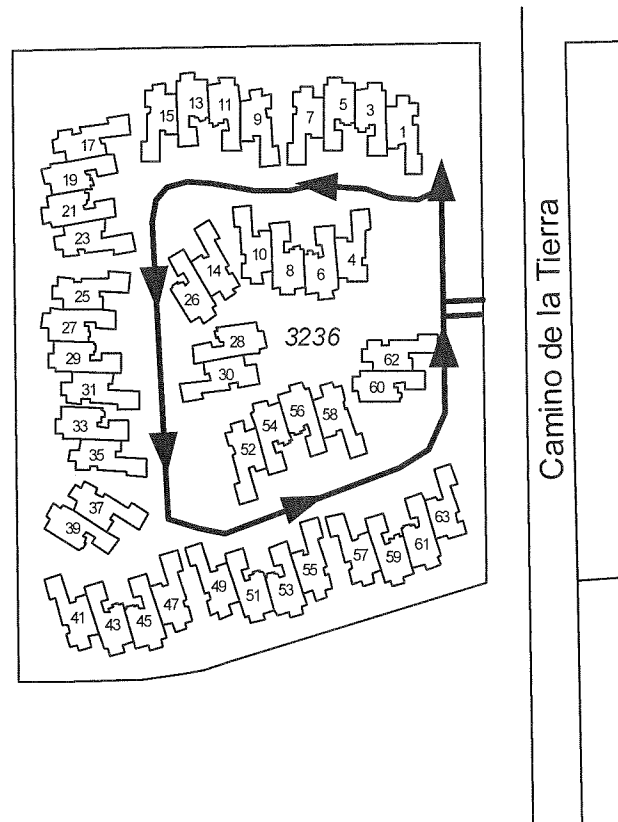
One Parcel - Multiple Structures with Interior Streets
Figure 4.1.5B

Policy 4.1.6:   *Mobile Home Parks*

A.   The property of a mobile home park shall be assigned one situs address on the dedicated street on which the main entrance fronts. In addition to the general situs address, each mobile home shall receive a numerical designation, i.e. Space 1, Lot 1, etc. Space/lot numbers shall be assigned consecutively throughout the mobile home park, beginning at the right of the main entrance and using even/odd numbering throughout. (Figure 4.1.6A)
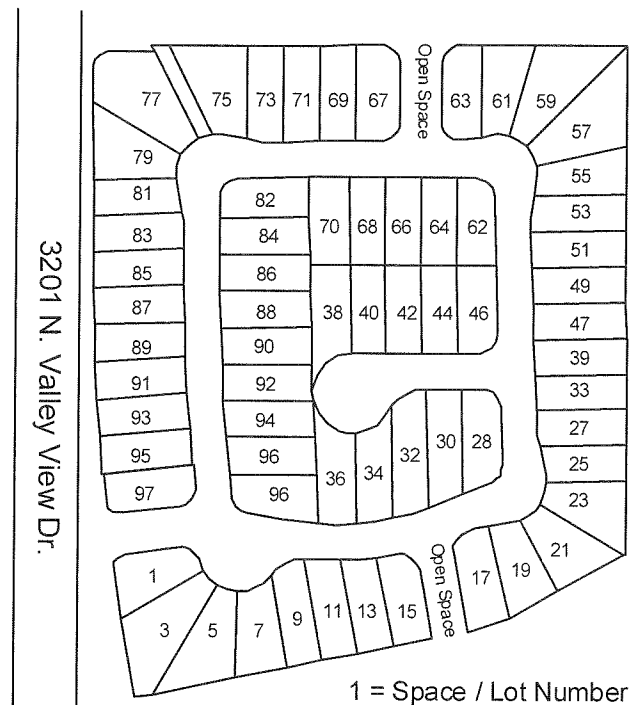
Mobile Home Park Addressing
Figure 4.1.6A

B.   If the development is a mobile home subdivision following normal
      subdivision regulations, the properties shall be treated as individual
      residences, and will be assigned individual addresses as such.

Policy 4.1.7: Buildings with Internal Stairways, Hallways, and Elevators:
        A.   Living units in single and/or multi-family structures accessible by the
              public by way of internal stairways, hallways, or elevators shall be
              assigned sequential numbers starting on the right of a major stairwell or
              elevator shaft. (Figure 4.1.7A)
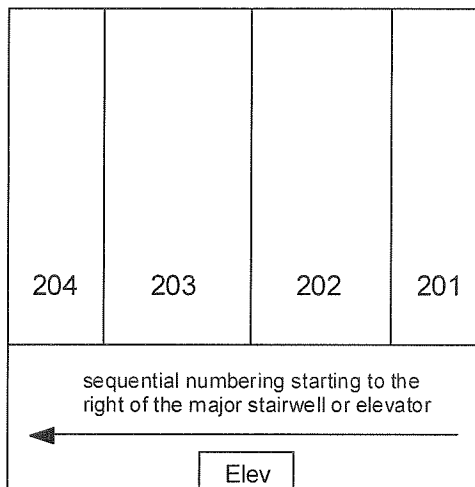
Internal Building Addressing
Figure 4.1.7A

B.   When living units are double loaded on a hallway, even/odd numbering shall be assigned similar to the policies for straight streets. (Figure 4.1.7B)
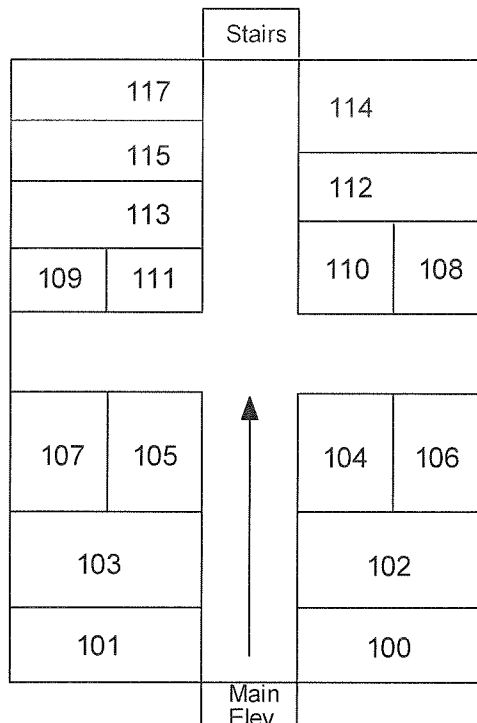
Internal Building Addressing – Double Loaded
Figure 4.1.7B

4.2   NON-RESIDENTIAL ADDRESS ASSIGNMENT

Policy 4.2.1   Business Districts: Each business unit within a commercial strip shall be assigned a situs address using a separate address number. Addresses are assigned off of the street that the commercial structure fronts upon. (Figure 4.2.1)
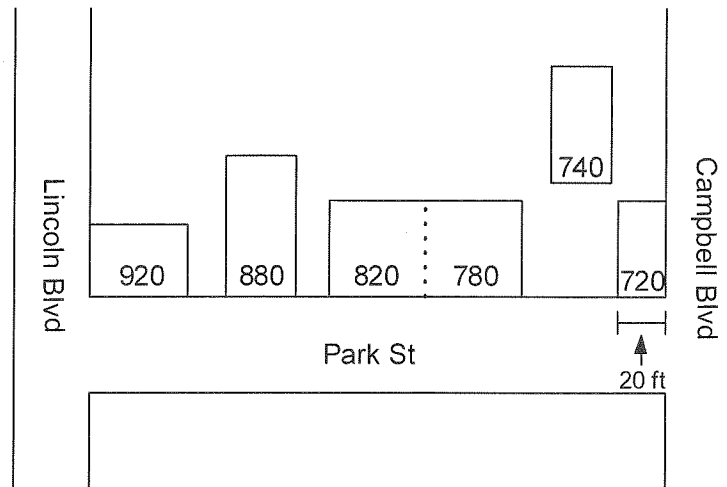
Business District Addressing
Fig. 4.2.1

Policy 4.2.2:   Malls, Centers, Squares, Office Complexes

A.   A separate address number will be assigned to each structure/pad located in a commercial mall, center, office development, village, or square. On a case-by-case basis, major tenants within a single structure may receive a separate address number.

B.   Based on the size of the development and placement of structures, a sub-structure suffix may be assigned. as part of the official address.

Sub-structure Suffix Format: ZZXXYY
        where: Z = Building letter(s)
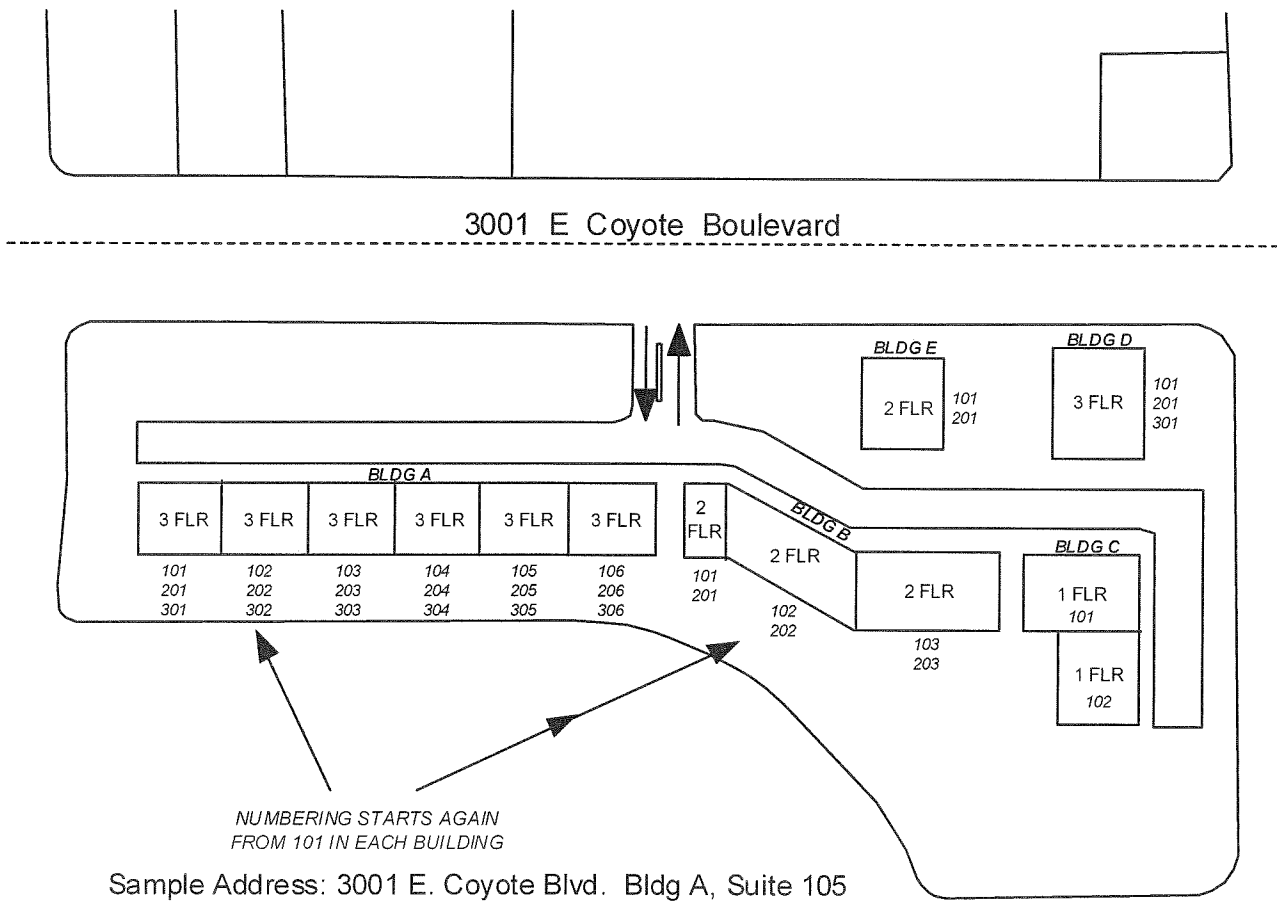   X = Floor number (no leading zeros)
                Y = Units number (leading zeros required)

Example: G303   =   Building G
                Floor 3
                Suite 3

D.   Suite numbers will be assigned per every twenty (20) feet of office (hallway) space. Suite numbers will be assigned as follows:

   a. 99 units or less, single story: 1-99
   b. 100 units or more, single story: 1001-1999
   c. 99 units or less, multi-story:
       1)   First floor: 101-199
       2)   Second floor: 201-299
       3)   Third floor: 301-399
   d. 100 units or more, multi-story:
       1)   First floor: 1001-1999
       2)   Second floor: 2001-2999
   3)   Third floor: 3001-3999
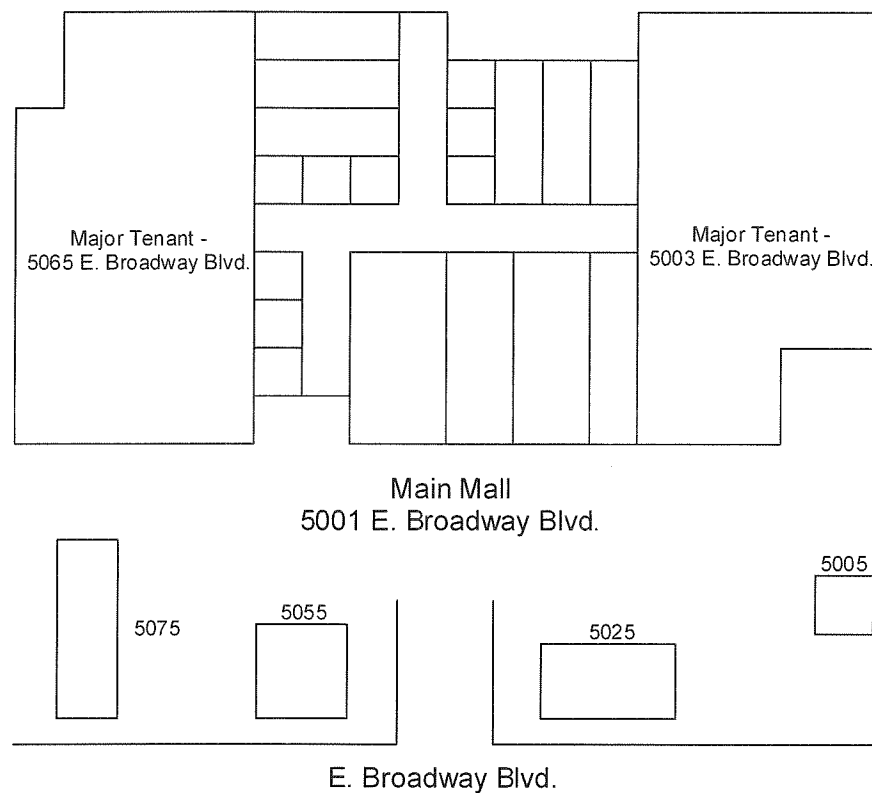
Malls, Centers, Squares, Office Complexes
Figure 4.2.2D

E.   Exceptions:
     Addressing of some commercial buildings, such as the Metro Center, will be handled on an individual basis.

4.3 SPECIAL CIRCUMSTANCES

Policy 4.3.1   *Circles*

Address numbers shall be assigned in a regular manner to the side of the street having the greatest property frontage along the street, using consecutive odd or even numbering. Numbers will then be assigned to the side having the shorter frontage so that these numbers correspond with the properties on the opposite side of the street. Even numbers will be assigned on the outside of the circle, and odd numbers will be assigned on the inside of the circle. (Figure 4.3.1)
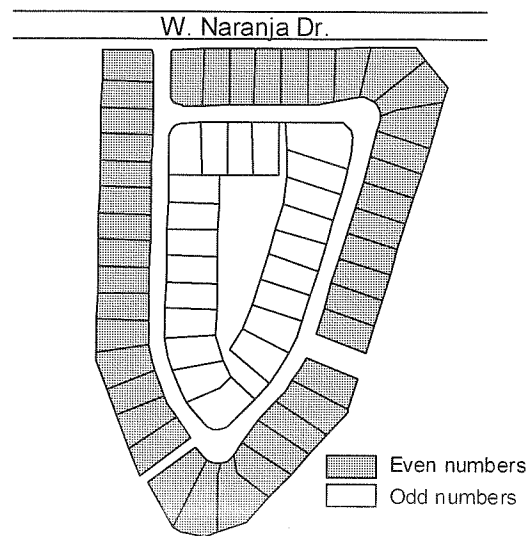
Circle Addressing
Fig. 4.3.1

Policy 4.3.2   Loops

When a looped street is split in two halves as distinguished by a street name change of any sort (including a simple directional prefix of suffix change), the two halves are assigned address numbers separately. Numbering is based on the predominant direction of that portion of the looped street. (Figure 4.3.1)
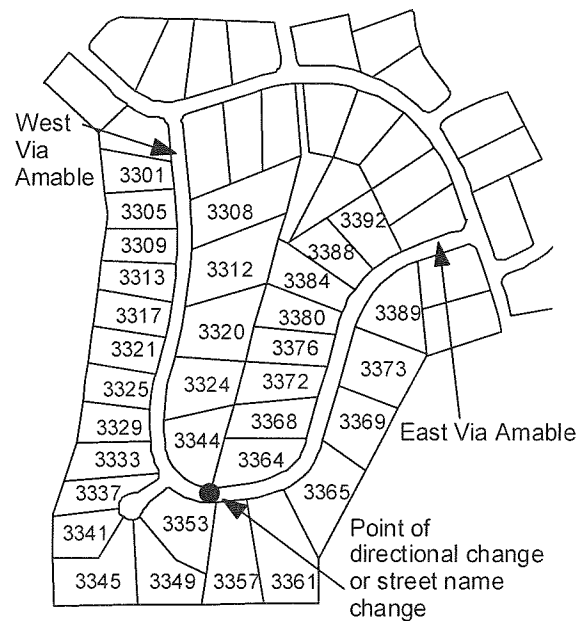
Loop Addressing
Figure 4.3.2

Policy 4.3.3   Courts

Address assignment for courts shall use frontage numbers that are even on one side to a point approximately halfway to the top of the turnaround and then switched to odd numbers back along the opposite side of the court. Even/odd numbering shall reflect normal orientation to the address system point of origin. (Figure 4.3.3)
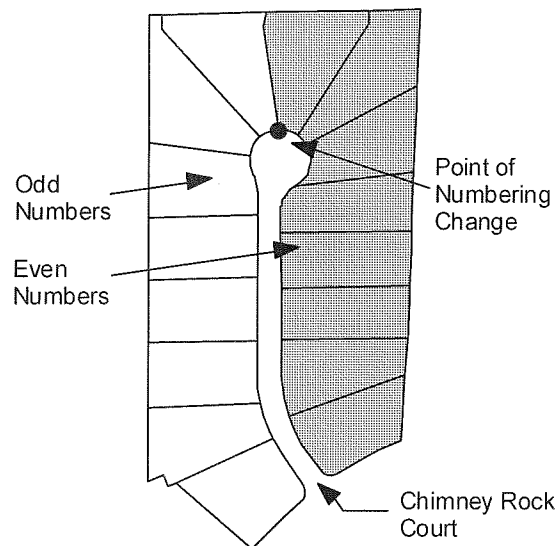
Court Addressing
Figure 4.3.3

Policy 4.3.4   Diagonal Streets:

    A.   Generally, diagonal streets will be treated as either north-south or east-west street if it is not a perfect diagonal. If it is an exact (meaning 45 degress) diagonal, all jurisdictions to which the street is common should use consistent directional and numbering for the diagonal street.

    B.   Address numbers on diagonal cross streets shall be calculated to begin with the same number measured to the baseline according to the address interval designated for that system. (Figure 4.3.4B)
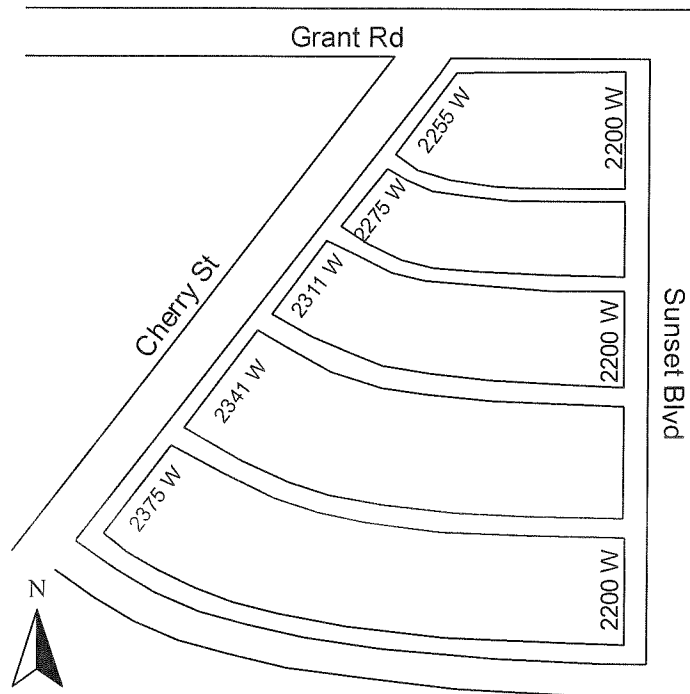
Diagonal Addressing
Figure 4.3.4

    C.   Numbers along a diagonal street will be measured as true north-south and east-west distances from the reference streets that the diagonal street intersects, and not along the diagonal.

    D.   The address interval along a diagonal street may decrease in order to provide additional address numbers. (i.e. address interval may be decreased to 10, for example, to accommodate more addressed parcels located on a diagonal street)

Policy 4.3.5   Streets Originating at Different Points on the Same Cross Street:
When a street does not begin at the same location as a parallel street, the numbers will begin with the same number measured from the baseline street as on the parallel street. Buildings that face streets that do not currently extend to the baseline are assigned numbers as if the street was extended.

Policy 4.3.6   Streets Changing Directions between Intersections:
If a street changes direction and is contained entirely within a subdivision or area, the address numbers may continue sequentially as in one direction.

Policy 4.3.7   Meandering Streets
Address assignment for meandering (curved) streets shall be based on the predominant direction of the street as determined by the addressing official. Major direction changes shall result in street name changes and number assignment consistent therewith.

Policy 4.3.8   Corner Lots:
Proposed subdivisions with corner lots will have an address number calculated from the street that the lot fronts upon.

Policy 4.3.9   Private Streets:
A.   Structures and dwellings that front on private streets will be assigned situs addresses that have address numbers consistent with the block address interval of the public street to which the private street intersects.

B.   If a private street requires addressing that exceeds the available numbers in the block address interval on the public street that it intersects, the private street shall be assigned a name and placed on the appropriate city or county grid. All structures and dwellings that front on the newly named private street will be reassigned addresses according to the standards set for in these procedures.

C.   If a private street contains single family residences or other occupied structures that are numbered off of the public street that the private street intersects, the owners may elect to petition the relevant city or county addressing authority to approve a dedication of the private street name. The private street will then be placed on the city or county grid system.

D.   Private numbering systems that are not in accordance with the procedures are not to be approved.

Policy 4.3.10   Below Grade Numbering

Sub-structure suffix numbers for units below grade will be identified with the number "0" proceeding the suite number to indicate the below grade floor level. Suite numbers will be assigned in the same manner as those prescribed for single and multi-story structures.

Policy 4.3.11   Temporary Situs Addresses:

A temporary situs address designated by the letter "T" after the address number may be assigned for model homes, construction facilities and temporary offices during initial construction.

SECTION 5.0   ADDRESS AND STREET NAME CHANGES

From time to time, changes may be warranted in either an address number and/or a street name. Authority lies with each jurisdiction to approve address changes based on local policy. The following policies outline issues associated with address changes that span jurisdictional boundaries.

5.1   ANNEXATIONS
Upon annexation, coordination is required between affected addressing authorities. A coordinated transition to municipal addressing ensures continuity while facilitating efficient provision of emergency and other public services.

Policy 5.1.1   Address and Street Name Changes:
When a city annexes, the city at that time will change both the addressing system and the street name, if dual names exist for the same street, to concur with the city's designated street name for that alignment.

Policy 5.1.2   Updating MSAG
Upon completion of address and/or street name changes pursuant to annexation, the city or town will forward new address information to the MSAG Coordinator.

Policy 5.1.2   Expansion of Block Addressing
All existing block addressing systems accepted as of January 1, 1978 (Figure 2.1) will be allowed to expand as annexations are made by MAG jurisdictions.

Policy 5.1.3   Dual Signs
When street name changes due to annexation occur, the city involved should post new street signs with the new street name, separate from the old signs, which will remain in place for a period of not less than one year, and not more than two years following the change.

Policy 5.1.4   County Islands
      A.   When a city annexes a portion of the County and creates a county island, the city will extend its block addressing system to cover and include both the annexed area and the county island. (Figure 5.1.4)
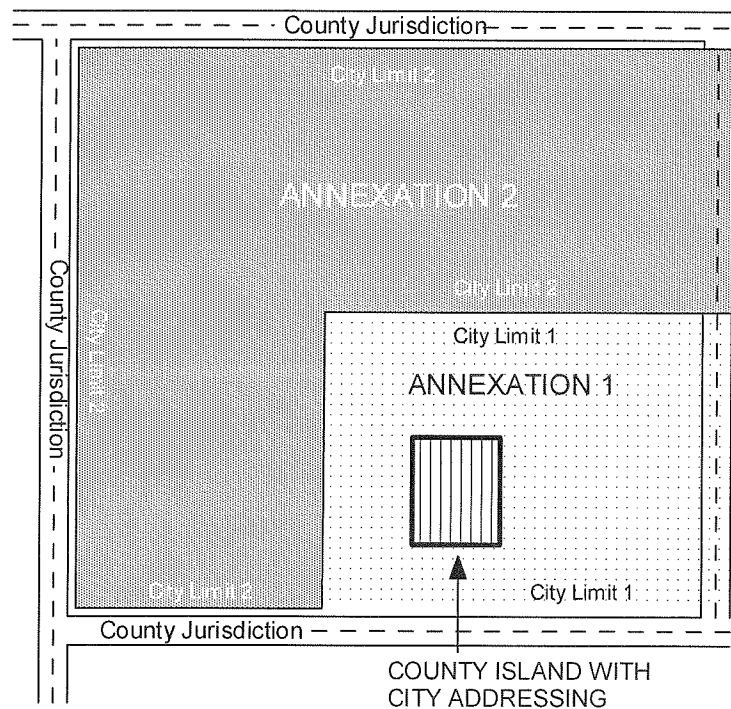
Annexation with County Islands
Figure 5.1.4

B.   The County will request from the annexing jurisdiction its assigned block numbering system and will be responsible for carrying out the address assignment in agreement with that system.

Policy 5.1.5   Strip Annexation Areas
Strip annexations are no longer permitted under Arizona statutes per se, however, portions of the region lie within strip annexation areas. Strip annexation areas are exceptions to the above rules. A strip annexation is a narrow extension, typically along a section-line alignment of a city limit boundary, surrounding a large area of County jurisdiction. Strip annexations are considered a part of the annexing city's planning area limits, but are not considered in addressing or in street name extensions. (Figure 5.1.5)
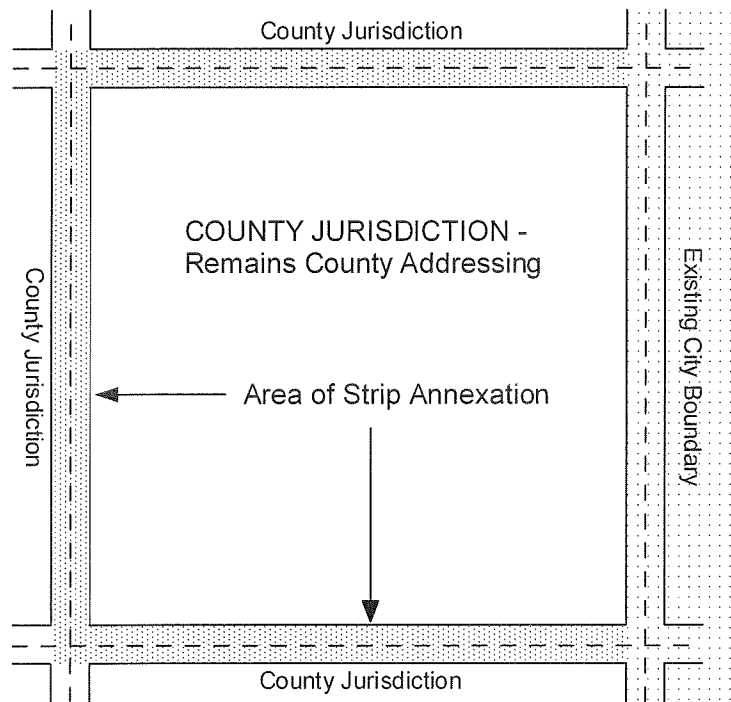
Strip Annexation
Figure 5.1.5

Policy 5.1.6   Adjacent Addressing Systems
In instances where two different jurisdictions annex up to or include a road right-of-way; the jurisdictions will be responsible for addressing according to their numbering systems on their respective side of the right-of-way. (Figure 5.1.6)
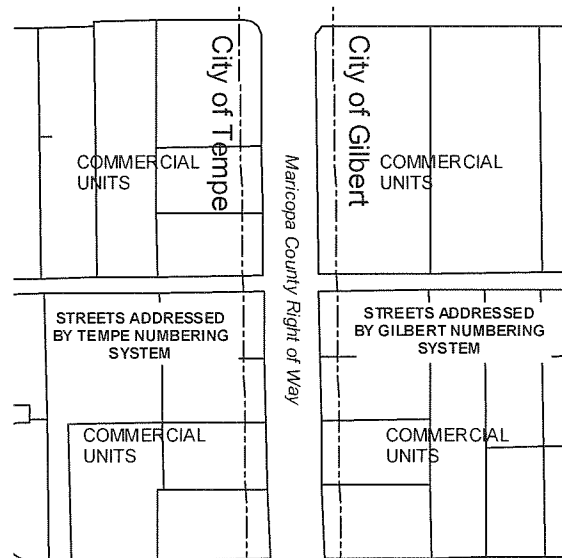
Adjacent Addressing Systems
Figure 5.1.6

5.2   OTHER ADDRESS CHANGES

Policy 5.2.1:   Building Addressing

A.   In some special instances, jurisdictions will be asked to consider other address changes. Because of the impact of these changes on regional services such as the postal service, utilities and emergency service deployment, building number changes are discouraged.

B.   Property owners may request address number changes. Applications for number changes are made to the individual jurisdictions, and reviewed in accordance with local policies and procedures, and subject to legislative approval.

5.3   STREET NAME CHANGES

Policy 5.3.1   Street Name Changes

A.   Regional one-mile and half-mile street alignment names should be maintained across jurisdictions in accordance with Section 3.1.

B.   In some special instances, jurisdictions will be asked to consider street name changes. Because of the impact of these changes on regional services such as postal service, utilities and emergency service deployment, street name changes are discouraged.

C.   Applications for street name changes are made to the individual jurisdictions, and reviewed in accordance with local policies and procedures, and subject to legislative approval.

SECTION 6.0   OTHER ADDRESSING POLICIES

Policy 6.1   Eligibility to Obtain Address
A permanent situs address will only be assigned to a residential, commercial, or industrial development once the requirements of the local addressing agency have been satisfied.

Policy 6.2   Assigning Addresses to Infrastructure
Situs addresses for street lights, power poles, traffic signals, water wells, water/electric meters and sprinkler timer control boxes and similar infrastructure may be assigned by individual jurisdictions or utility providers. Addresses should be assigned in accordance with regional addressing policies outlined in this manual, using addressing techniques similar to those used for addressing standard residential and commercial parcels.

SECTION 7.0   APPENDICES

Appendix A
DEFINITIONS

Address:	A unique alphanumeric descriptor that identifies the property location of a parcel of land, building, or other structure.
Address Format:	The order and structure of the five standardized components (address number, prefix directional, street name or number, street type, and sub-structure suffix) used in a legal situs address.
Address Number:	Prefix component of the legal situs address that is numerically sequenced and assigned to a structure or parcel along a street according to its relative distance perpendicular to address baseline.
Address Origin:	The east-west and north-south thoroughfares that mark a point of origin for street naming and numbering.
Alias:	A second recognized name for a street or alignment already having a recognized name.
Alignment:	The arrangement, positioning, adjustment or formation of a line, road or street with another line, road or street or extension of that line.
Avenue:	A north-south or east-west thoroughfare.
Baseline:	Alignment creating the divide between north and south address assignments.
Block:	Minimum lengths for addressing blocks vary across jurisdictions.
Boulevard:	A major thoroughfare connecting two baselines, usually divided by a landscaped center island, or with landscaping within the right-of-way.
Circle:	Short thoroughfares in a platted subdivision that return to themselves, or a secondary thoroughfare that begins and circles back to connect at the point of beginning.
County Island:	Land under County jurisdiction in the immediate vicinity of and surrounded by the main body of any municipal jurisdiction's limits.
Court:	A permanent dead-end street running in an east-west or north-south direction that is less than 400' in length and containing five or more lots.
Cul-de-sac:	A minor street thoroughfare having one open end and being permanently terminated at the other by a vehicular turnaround.
Dedicated Street:	A public street or thoroughfare under local government ownership and control.

Directional (Prefix):   The compass direction component of the address abbreviated with a single letter equivalent for its compass direction, i.e. "N", "S", "E", or "W", or in special circumstances, "NW", "SW", "NE", or "SE".

Drive: A north-south or east-west thoroughfare.

Expressway: Multi-lane, high speed thoroughfare.

Freeway: Multi-lane, high speed thoroughfare.

Frontage Number: Prefix component of the legal situs address that is numerically sequenced and assigned to a structure or parcel along a street according to its relative distance perpendicular to address baseline.

Geocoding: Using Geographic Information Systems, geocoding is the process of assigning a spatial location to a point, usually referencing a street address, to a location on an addressed street network.

GIS: Geographic Information Systems.

Grid-based: A system of straight-line street aligned in a grid pattern with regularly spaced streets and blocks.

Grid Lines: Imaginary lines constructed perpendicular and parallel to the address baselines indicating the point where block numbers change from one thousand to the next higher thousand.

Highway: Multi-lane, high speed thoroughfare.

Intersection: The point where two or more streets cross one another.

Juxtaposition: The placement of two street thoroughfares parallel to one another.

Lane: An interrupted thoroughfare ending in a cul-de-sac, unless in an extended alignment.

Loop: A thoroughfare that begins and ends on the same half-mile or mile thoroughfare.

Major Thoroughfare: For the purposes of this manual, a street, existing or proposed, which serves or is intended to serve as a major traffic way, i.e. arterial or collector.

MAG: Maricopa Association of Governments (MAG) is the Metropolitan Planning Agency and Council of Governments representing the 27 jurisdictions in the Phoenix metropolitan area, which encompasses all of Maricopa County and portions of Pinal and Yavapai counties.

Minor Thoroughfare: For purposes of this manual, a street, existing or proposed, which is supplementary to a major thoroughfare, which serves or is intended to serve the local needs of a neighborhood, i.e. local streets.

Numerical Freedom: The range of integer numbers that comprise the interval between frontage address numbers for a given frontage scale. This range may be used to interpolate and assign additional address numbers for high density development.

Parkway: A special scenic route or park drive designated by the name.

Place: A cul-de-sac or permanent dead-end thoroughfare that is greater than 400', unless in an extended alignment.

Prefix (Directional): The compass direction component of the address, i.e. "N", "S", "E", or "W", or in special circumstances "NW", "NE", "SW", or "SE".

Private Streets: Streets that are retained and maintained under the ownership of private individuals and intended for private or public use.

Reference Point: The east-west and north-south thoroughfares that mark a point of origin for street naming and numbering.

Road: A continuous thoroughfare running north-south or east-west that is a minimum of 1320' in length.

Situs Address: A unique alphanumeric descriptor that identifies the property location of a parcel of land, building, or other structure.

Street: A north-south or east-west thoroughfare. In this manual, street is used as a generic term to represent any roadway or thoroughfare.

Street Names: Any combination of no fewer than two of these (PREFIX, PRIMARY, SUFFIX) will constitute a full or total name; e.g., North Galveston Boulevard (N. Galveston Blvd.).

Street Type: The component of the address that modifies the name to distinguish specific locational, functional, and physical characteristics of the street to which the address is assigned, i.e. Place, Lane, Court.

Strip Annexation: A narrow extension of a city limit boundary surrounding a large area of County Jurisdiction

Sub-structure Suffix: The component of the address that is a numeric code to identify suites, apartment, and condominium units within high-density developments.

Thoroughfare: In this manual, thoroughfare is used as a generic term to represent any roadway or street.

Trail: Typically a meandering street or thoroughfare.

Way: A north-sough or east-west thoroughfare.

Appendix B
POLICY RATIONALE

Policy direction expressed in the ASAP Manual is generally consistent with MAG regional policy. Supporting rationale is provided below for selected policies to assist in clarifying specific objectives sought by individual street naming and addressing policies.

Policy 3.1.1 *One Mile and half-mile alignments*
The mile and half-mile street alignments are the foundation of the street grid system. Consistent naming of these alignments is essential for the development of a transportation network in the region that can be easily navigated.

Policy 3.2.4A *All streets are to have no more than <u>one</u> directional prefix* The assignment of the directional prefix corresponds to a parcel's relative position to the address origin (0,0). For north/south alignments, all addresses to the <u>north</u> of the origin have a north (N) prefix, and all addresses <u>south</u> of the origin along a north/south street are assigned a south prefix. East/west directional prefixes are assigned in the same manner depending on whether an east/west street alignment is east or west of the origin.

The directional prefix is an essential address component in a grid-based address system, such as exists in the MAG region. Without the directional prefix, there will typically be two or more possible locations for any given address

Accurate address geocoding within a GIS relies on the use of directional prefixes. The correct assignment of directional prefixes is of particular importance for the correct and prompt pinpointing of addresses for emergency service deployment.

Policy 3.2.4A Compound prefixes are strongly discouraged due to the added complexity in assigning addresses. Emergency service providers have expressed a preference to exclude compound prefixes in new address assignments. Compound directional suffixes are sufficient to address circular or diagonal street segments.

Policy 3.2.4B A reasonable limit on the length of street names is important for the readability of street signs. There is no real limitation due to database concerns as is sometimes believed. Overly long street names result in streets name signs with typeface so small it is difficult to read, or expensive oversize signs to accommodate very long names.

Policy 3.2.4C Acceptable street types for the MAG region
A list of street types and abbreviations to be used on street signs within the region is included in the text. This is the list of street types preferred by the U.S. Postal Service. Electronic data shall follow the requirements of Administrative Regulation 30-61. The use of standard street types facilitates the geocoding of databases by address in GIS.

Policy 3.2.4D In some instances, a directional suffix will be used in conjunction with a street type. Combinations of directions in the street name suffix are acceptable when absolutely necessary, such as Sierra Circle <u>Northeast</u>.

Policy 4.3.4   Diagonal Streets
Intent is to ensure that the address numbers are uniformly and consistently measured from one street to the next where they intersect cross streets.

Policy 5.1.1   Street name conversion upon annexation
Street names should be consistent within individual municipalities. All areas of any one municipality should follow one addressing system.

Policy 5.1.2   Transition period for street name changes
Allowing old street name signs to temporarily remain in place provides a reasonable transition period assisting in public convenience and education.

Policy 6.1   Eligibility to Obtain Address
Assignment of a permanent situs address is intended for structures and activities designed to remain at a specific location for extended periods. Local review of plans for such activities and land improvements ensure the use of property complies with building safety and zoning laws. Permanent situs addresses should not be given to temporary uses such as construction trailers or seasonal sales lots.

Policy 6.2   Assigning Addresses to Infrastructure
Including infrastructure sites in the addressing system provides similar benefits of consistent, logical numbering for the purposes of locating facilities in emergency situations and as part of normal maintenance.

Appendix C
Examples of Complete Street Names

Examples of complete street names are:

   a.   West Jolly Roger Road
         (Prefix (1 word), Primary (2 words), Suffix (1 word))

   b.   South Calle de Caballos
         (Prefix (1 word), Primary (3 words))

         Note: Primary includes the suffix (street type) equivalent.

   c.   North Sun Lakes Blvd. East
         (Prefix (1 word), Primary (2 words), Suffix (2 words))

The location of "East" in the suffix position will be considered a directional suffix, and will be used only in the case of circles.

ASAP Manual
POLICY ORIGIN AND NOTATION

POLICY	SOURCE	NOTES
2.1.1	Suggested regional policy	Maximize existing resources; resist proliferation
2.1.2	MAG pending	
2.2.1	Suggested regional policy	
2.2.2	Recommended policy	1000 block width has been recommended based on intuitive preferences and relative ease in assigning numbers
2.2.3	Maricopa County Address Regulations	Consistent with "common sense" numbering
2.3.1	Suggested regional policy City of Chandler - SNAP p. 26	New origins keep odds and evens on the same side, regardless of quardrant
2.4.1	Maricopa County Address Regulations = 25' Res.	Smaller increment is preferred to allow greater flexibility in assigning numbers
2.4.2	City of Chandler - SNAP p. 25	Business interval = 20'
2.4.3	Recommended Policy	Allow smaller interval as necessary, interval not specified, may need to insert.
2.5.1	City of Chandler - SNAP p. 26	
2.5.2	Maricopa County Address Regulations	
2.5.3	n.a.	
2.5.4	Maricopa County Address Regulations	
2.6.1		
2.6.2	Recommended policy	Intended to provide flexibility where warranted with consideration to public safety goals.
3.1.1A	Modified Original ASAP p.2	
3.1.1B	Modified City of Chandler -SNAP p. 12, Original ASAP	
3.1.2	Recommended policy	
POLICY	SOURCE	NOTES
3.2.1		
3.2.2	City of Chandler - SNAP p.14; Maricopa County Address Regulations	
3.2.3	Modified Maricopa County Address Regulations	
3.2.3B	Modified Maricopa County Address Regulations	
3.2.4A	Common to all resources	
3.2.4B	Maricopa County Address Regulations	
3.2.4C-1	MAG data manual	
3.2.4C-2	Maricopa County Address Regulations	
3.2.4D	Maricopa County Address Regulations	

POLICY	SOURCE	NOTES
3.2.5B	City of Chandler - SNAP p.13	
3.2.5C	City of Chandler - SNAP p.12	
3.2.5D	Suggested new policy	ongoing local issue
3.2.5E	Maricopa County Address Regulations	
3.2.5F	City of Chandler - SNAP p.13	
3.2.5G	City of Chandler - SNAP p.12	
3.2.6A	City of Chandler - SNAP p.12	
3.2.6B	City of Chandler - SNAP p.12	
3.2.6C	City of Chandler - SNAP p.12	
3.2.7A	City of Chandler - SNAP p. 14	
3.2.7B	City of Chandler - SNAP p. 14,15	
3.2.7C	City of Chandler - SNAP p. 14	
3.2.7D	City of Chandler - SNAP p. 14	
3.2.7E	City of Chandler - SNAP p. 16	
3.2.7F	Maricopa County Address Regulations	
3.2.7G	City of Chandler - SNAP, p. 15, Maricopa County Address Regulations	
3.2.7H	City of Chandler - SNAP p. 17	
3.2.8A	City of Chandler - SNAP p. 17	
3.2.8B	City of Chandler - SNAP p. 17	
3.2.8C	City of Chandler - SNAP p. 18	
3.2.8D	City of Chandler - SNAP p. 18	
POLICY	**SOURCE**	**NOTES**
3.2.8E	City of Chandler - SNAP p. 19	
3.2.8F	City of Chandler - SNAP p. 18	
3.2.8G	City of Chandler - SNAP p. 19	
3.2.9A	City of Chandler - SNAP p. 19	
3.2.9B	City of Chandler - SNAP p. 20	
3.2.9C	City of Chandler - SNAP p. 20	
3.2.9D	Looped streets follow Corwin principles from American Society of Planning Officials Report No. 332 – *Street-Naming and Property-Numbering Systems* by Margaret Corwin	Divide loop streets at the apex, (2 portions)not addressed like a circle.
3.2.9E	City of Chandler - SNAP p. 21	
3.2.9F	City of Chandler - SNAP p. 21	
3.2.9G	City of Chandler - SNAP p. 21	
3.2.9H	City of Chandler - SNAP p. 22	
3.2.9I	City of Chandler - Modified SNAP p.23	
3.2.9J	City of Chandler - SNAP p. 23	
3.2.9K	City of Chandler - SNAP p. 23	
3.2.9L	City of Chandler - SNAP p. 23	
3.3.1	Recommended new policy	Usage needs to be correct
3.3.2	Recommended new policy	
3.3.3	U.S. Postal Service guideline	
3.3.4	Recommended new policy	Prevent confusion, avoid two street types for one street
3.3.5	Recommended new policy	Provide consistent database structure

3.4.1	City of Chandler - SNAP, see 3.2.8C	
3.4.2	MAG recommended policy	
4.1.1	Updated ASAP, City of Chandler - SNAP p. 24	simplified
4.1.2	Recommended policy, modified City of Chandler - SNAP	Provides development coordination

POLICY	SOURCE	NOTES
4.1.3	Recommended policy	Consistent logic in assigning duplex and rear dwelling numbers is applied.
4.1.4A	City of Chandler - SNAP p. 27	
4.1.4B	City of Chandler - SNAP p. 27	
4.1.4C	ASAP	
4.1.4D	Maricopa County Address Regulations	
4.1.4E	ASAP	
4.1.4F	City of Chandler - SNAP p. 28	Alternate Plan for Number Assignment: is recommended and the preferred "preferred plan" has been deleted.
4.1.5A	City of Chandler - SNAP p. 29	
4.1.5B	Recommended policy	Use even/odd, consistent internal system
4.1.6	City of Chandler - SNAP p. 29, modified	Include even/odd system
4.1.7A	Recommended policy	Numbering starts on right like townhomes, mult-family (SNAP starts left)
4.1.7B	Maricopa County Address Regulations	
4.2.1	City of Chandler - SNAP p. 30	
4.2.2A	City of Chandler - SNAP p. 30	
4.2.2B	City of Chandler - SNAP p. 31	
4.2.2C	Maricopa County Address Regulations	
4.2.2D	City of Chandler - SNAP p. 31 Recommended Policy	Utilized consistency with multi-family
4.2.2E	Original ASAP	
4.3.1	City of Chandler - SNAP p. 27	
4.3.2	American Society of Planning Officials Report No. 332 – *Street-Naming and Property-Numbering Systems* by Margaret Corwin	Includes a street name or directional change at apex of loopSNAP policy creates reversed odd/evens for one side of loop
POLICY	SOURCE	NOTES
4.3.3	City of Chandler - SNAP p. 27	
4.3.4A	American Society of Planning Officials Report No. 332 – *Street-Naming and Property-Numbering Systems* by Margaret Corwin	Coordination priority included
4.3.4B	City of Chandler - SNAP p. 31	
4.3.4C	City of Chandler - SNAP p. 31	
4.3.4D	Recommended policy	
4.3.5	City of Chandler - SNAP p. 31	
4.3.6	City of Chandler - SNAP p. 32	
4.3.7	Recommended policy	

4.3.8	Recommended policy	Corner lots should have only one frontage address to avoid multiple address assignment
4.3.9A	Recommended policy	Use interval consistent with nearby streets
4.3.9B	City of Chandler - SNAP p. 32	
4.3.9C	City of Chandler - SNAP p. 32	
4.3.9D	City of Chandler - SNAP p. 32	
4.3.10	City of Chandler - SNAP p. 33	
4.3.11	City of Chandler - SNAP p. 24, 30	
5.1.1	City of Chandler - SNAP p.16, 26	
5.1.2	ASAP	
5.1.3	City of Chandler - SNAP p. 16	
5.1.4	Original ASAP	
5.1.5	Recommended policy, Original ASAP	
5.1.6	Original ASAP	
5.2.1A	Recommended policy	
5.2.1B	Maricopa County Address Regulations	
5.3.1A	Recommended policy	
5.3.1B	Recommended policy	
5.3.1C	Recommended policy	
6.1	Recommended policy	
6.2	City of Chandler - SNAP p.25	

Full Source Reference

Address and Street Assignment Policy Manual (ASAP), Maricopa Association of Governments, 1979.

City of Chandler Street Naming and Addressing Procedures (SNAP), City of Chandler Fire Department, 2000.

Corwin, Margaret, American Society of Planning Officials Report No. 332 – *Street-Naming and Property-Numbering Systems*, 1978.

Maricopa County Address Regulations, Planning and Development Department, 1999.

Address and Street Assignment Policy Manual (ASAP), Maricopa Association of Governments, 1979.

City of Scottsdale
Amendment to Maricopa County Addressing Regulations

City of Scottsdale
7447 East Indian School Rd Ste 100
Scottsdale AZ 85251

Updated:
Sept 2006
April 2007
June 2007

CHAPTER 1- PURPOSE

101 Purpose

To provide guidelines and restrictions for addressing within the City of Scottsdale. Any concerns or issues not mentioned in this amendment should be referred to Maricopa County Addressing Regulations manual.

102 Definitions

Addressing Official: Records Department Manager or his/ her designated representative.

Amendment: A change to these regulations which must be approved by the Addressing Official.

CHAPTER 3- ADDRESS CHANGES

301 Number Changes

Address number changes may be requested by the property owner or the owners authorized agent.

302 Name Changes

1. Street name changes may be initiated by the Addressing Official or a vested owner having frontage or access on said street. Only streets with 6 or more lots can have a separate street name. Streets that provide access to less than 6 lots may be addressed from the parent street.
2. All street name changes shall be required to file a petition indicating approval of 100% of all affected property owners who have an address assigned along the impacted roadway alignment.
3. The applicant must submit:
    a. A map showing the street to be renamed.
    b. An explanation for the change.
    c. The proposed new name for the street.
    d. The names and addresses of all property owners fronting or having access to the street.
    e. A petition supporting the request with 100% of owner's approval.
4. All changes or new names must be approved by the Addressing Official or a designated representative and must conform to MAG and COS addressing standards.
5. The Addressing Official shall seek the input of Police, Fire, Transportation, GIS, the Post Office and any utility companies. If approved, all must be notified on the official mailout.
6. If the applicant wishes to appeal, a written appeal request must be submitted to the General Manager of the Planning & Development Services Dept within 5 working days of the Addressing Officials decision. The General Manager's decision will be final.
7. The Address Official may initiate a street name/ address change when non conforming streets/ addresses need to be changed to provide timely emergency response.

303 Changes Due to Errors
Incorrect street names must be submitted to the Addressing Official. The Addressing Official must prepare a correction or change document, have it signed by the Planning & Development Services Manager, and then have the document recorded.

CHAPTER 6- ADDRESS COMPONENTS
605 Street Type
6. Street types for north/south streets must be labeled in the following order: Street, Place, Way, Terrace, Run (i.e. 82nd St, 82nd Pl, 82nd Way, 82nd Ter, 82nd Run).

607 Building/ Unit/ Suite/ Apartment Number
1. Commercial suites/ units must have number only designations that are 3 digits, the numbering should be in multipliers of 5 to leave room for further suite breakouts.
2. Building designations must be single letter identifiers and are only used for multi-building complexes using one address throughout the complex.
3. Residential apartment/ unit numbers must have number only designations that are 4 digits, the numbering can be consecutive.
4. Units designated as live/ work, or commercial and residential use, must have a 3 digit suite number identifying the commercial suite and a 4 digit unit number identifying the residential unit. The unit numbering must reflect the entrance to the unit and any questions should be directed to the Police or Fire Department.

CHAPTER 8- ADDRESS NUMBER POLICIES
803 Building/ Unit/ Suite Numbering
See section 607

CHAPTER 9- CITY OF SCOTTSDALE ADDITIONAL GUIDELINES
1. Guest houses are not permitted to have a separate address from the main house address. Per the City of Scottsdale Zoning Ordinance, guest houses are not permitted to be rented, therefore should not have a need for a separate address.
2. Apartment or condo complexes are given unit numbers starting at the entrance and moving counter-clockwise throughout the complex. Emergency responders are the most important concern when designating unit numbers, so some deviation from this may be allowed as necessary.
3. Non-system addresses are to be assigned for any purpose requiring electric or water services (i.e. gates, pedestals, landscape meters, or public restrooms) that are in an public alley or public right of way.
4. Private streets that are converted to public streets must change names from private street names to Maricopa County approved grid streets.
5. Private streets within a residential area must still conform to Maricopa County approved grid streets so that they can be assigned individual addresses. If unique street names are desired, one common address can be assigned to all lots with lot numbers as identifiers.
6. Plats and lot splits will be addressed as soon as the mylars are recorded.
7. Private ingress/ egress or access easements that are used as a common driveway for a commercial center may have a street name, designated by the property owners. This access way directional sign must be paid for and installed by the property owners. This access way directional street sign should closely match current City of Scottsdale street sign standards.

This private street name may never be used for any kind of addresses and will only be used for directional purposes.

8. Live work units shall be designated with two separate identifiers: one commercial suite number and one residential unit number for emergency responders to easily identify the type of unit.

9. Additional street sign identifiers or subdivision identifiers placed on street signs are not allowed, as this may cause confusion for emergency services when a visitor may only identify the additional identifier and not the street name.

10. When an existing apartment complex converts to a condominium complex, they may be required to correctly identify unit numbers with the four digit identifier. Once the plat is recorded, any old unit numbers will be retired and replaced with correct unit numbering. A mailout will be sent to the Post Office, as notification of the change. The Post Office will no longer deliver mail to the replaced unit numbers after the mailout is sent. If there is a discrepancy between assigned unit numbers and posted unit numbers, a Compliance Order may be issued by the Inspection Services Department, requiring corrective action for the posted or incorrect unit numbers.

11. Any suites or unit numbers below grade must be designated with a "B", per emergency services and the Post Office (B205). The number following the "B" should reflect which floor below grade the suite/ unit is on (B indicates below grade and 105 indicates second floor below grade).